**Monthly to Weekly Salary Conversion**

The planned conversion of all monthly paid student employees to weekly-salaried student employees has taken place. The grade, job code and object code information for weekly-salaried positions will continue to be the same as those previously used for monthly jobs. You will continue to use a grade of “0” and the same limited job codes which were accepted for monthly hires; and the object code of “0902”. The New Hire/Rehire function has been modified slightly to accommodate this switch. Here are some changes which you need to be aware of:

- The Start Date for all weekly-salaried positions must be a Monday date.
- The End Date for all weekly-salaried positions must be a Sunday date.
- The number of weeks in the Employment Duration will appear in RED during the hiring process.

**IMPORTANT**

- Any off-cycle payments for the fall 2010 semester or earlier must be entered as a one-time payment.
- The employment start date must be a Monday.
- When terminating a student’s job, be sure the termination date for the job is the Week Ending Date (Sunday) of the student’s last day of work.
- If a student should not be paid for an established job, and the job has not already paid out, be sure to enter a Sunday date prior to the start date of the job. This will ensure that the student will not be paid. If the job is the Week Ending Date (Sunday) of the student's last day of work.
- The updated Year/Semester Dates table can be found on our website at [http://www.bu.edu/seo/payroll/dates/year-sem-dates/](http://www.bu.edu/seo/payroll/dates/year-sem-dates/)

**Direct Deposit Update**

Currently more than 85% of student employees take advantage of direct deposit. We would like to see that number grow to 100%. Please encourage those students in your department who do not currently take advantage of direct deposit to do so. It is likely that some time during this calendar year that those individuals who do not take advantage of direct deposit will have their checks mailed to them; picking up pay checks will no longer be an option. These students will then be dependent on US Postal Service to receive their pay checks.

**Tax Reminders**

The University Payroll Office will mail out the 2010 W-2 forms during the last week of January. Students who require earnings information prior to receiving their W-2 forms should consult their last pay stub for 2010 on the Employee Link.

International students who claimed a tax treaty during 2010, as well as any international student who had scholarship income in excess of tuition and fees, will be issued a 1042S form. These forms will be mailed by the University Payroll Office during March. International students who expect to receive both a 1042S and a W-2 should not file their tax return until they have received both forms.

Any US citizen or permanent resident who claimed exempt during 2010 and who wishes to continue that exempt status in 2011 must complete a 2011 W-4 form by February 4. Students who do not complete a new W-4 by February 4 will have taxes withheld at 0 Single. Affected students were notified of this requirement by email during the first week of January.

International students who claimed exempt via a tax treaty must complete new documentation in order to claim their treaty in 2011. These students were also notified via email of the requirement to file for their tax treaty.

The ISSO will once again be providing access to an electronic tax help provider for international students. ISSO will be sending out information on tax filing responsibilities to all international students during the month of February, including information on how to access the on-line system.

**Student Employee of the Year Update**

Nominations are now being accepted for Student Employee of the Year 2011! If you have a student who goes above and beyond in the performance of his or her job, please consider submitting a nomination. It’s a great way to show your appreciation for all of your student’s hard work! Nomination information and forms can be found on our website at [http://www.bu.edu/seo/](http://www.bu.edu/seo/).
Important Work-Study Reminder

As the new semester starts, we would like to recommend that you or the student supervisors within your department review their students’ award balances and use the Student Employment Earnings Chart to determine the number of hours a week a student should work in order to ensure the student’s award will last for the remainder of the academic year. A copy of the earnings chart is attached and is available online at: http://www.bu.edu/seo/files/2009/08/Earnings-Chart1.pdf. This is particularly important for departments that are unable to hire through departmental funding once the student’s Federal Work-Study award is exhausted, as funding for appeals is very limited this year.

If you have work that will take 20 hours or more per week to complete, consider hiring more than one student. This will allow the coverage needed to last through the spring semester, and provide additional job opportunities for students who are eager to find employment on campus.

I-9 Update

Effective with the Spring 2010 semester, there were important changes with the procedures for the retention of Form I-9’s for student employees. During the initial hiring process, departments are responsible for the completion of the I-9 forms for all student employees who have never worked for the University before. The department mail code should be entered as the I-9 location when the hiring information is entered on the New Hire/Rehire function. Once the student is hired, the ORIGINAL I-9 should be sent to Student Payroll. The I-9 will be reviewed for accuracy and will be scanned and digitally stored. **I-9s which are not completed correctly will be returned to the department for correction.**

Instructions for completing the Form I-9 can be found on our website. Please be sure that you are using the current I-9, expiration date of 08/31/12 located in the upper right-hand corner of the I-9, and that the list of acceptable documents, found on the back page of the I-9, is submitted with the completed I-9. Any I-9 not accompanied by the page listing acceptable documents is invalid.

- Select rehire if you are hiring a student into a job the student previously held and if you are using the same job number from that job.
- When entering a departmental new hire, verify that you have entered the correct grade and job code. You may view the grade and job codes on our website in the Job Classifications Guide.
- Be as accurate as possible when you are entering the number of hours to be worked per week by a student. You should not automatically enter 20 hours for students if they are not actually working 20 hours per week. Entering a blanket 20 hours for a student may prevent the student from being set up in another job.
- Make sure you update, as necessary, additional supervisors information on a student’s job by using the appropriate Add/Change Supervisor function. This should be done once you have hired/rehired a student for the spring semester.
- Remember, a job does not become active until it is approved. Be sure to check your approval status located under the Hiring Process functions to ensure that there are no jobs pending approval.
- Supervisors can access and approve student time sheets by using the Faculty Link; this access does NOT require a SecurID. Simply choose “Other Resources” menu on the Faculty Link, then the Student Employee Time Approval listing.

- It is not necessary to add a “Note to Auditor” on every time sheet. Notes to Auditor should only be used when a change is being made to a student’s time entry or the supervisor is entering hours on a student’s behalf. A Note Required box will appear on the screen if a note is required.
- Supervisor Approval of Student Time Entry function — Supervisors can use the Select All option, then choose View/Approve to scroll through and approve their students’ time entry.
- Make sure your students are paid in a timely fashion. Student payments should not be held up for any reason. Justification is required (must be sent to Student Payroll) for any payment that is more than three weeks late.
- Student employees should be paid only for the hours that they work. Students do not receive sick, holiday or vacation pay. If a student employee’s shift is shortened due to a weather closing he/she should be paid only for the time worked.
- Students with payroll problems should speak to their supervisors. If the supervisor is not able to resolve the problem the supervisor should contact the payroll coordinator. If the payroll coordinator is not able to resolve the problem, the payroll coordinator should contact Student Payroll to discuss the issue. Students should not be advised to contact Student Payroll directly.