

# Student Payroll News

SUM2 Edition

July 15, 2011

## SAP/SE Reminders

Now that the University has converted to SAP, here are a few items we would like to remind you of regarding student employment:

### General

First, **the student payroll process is not changing!!** You will continue to enter your student payroll via the Business Link and your students will continue to enter their hours through the Student Link. Students should click on the “Work” tab and then chose the *Employee Time Entry* option to enter their weekly hours.



### Finance

When entering distribution for hires or changes, supervisors and payroll coordinators should **continue to utilize the Unit/Dept/Object/Source values.**

Although the student payroll system cannot accommodate the new SAP cost center structure at this time, crosswalk tables are in place to ensure that departments are charged correctly.

### Student Access to SAP

Currently student employees have limited access to SAP’s Employee Self-Service (ESS).

1. Students can access SAP to **apply for and modify direct deposit.** Using the Student Link, students should click on the “Work” tab, then chose the *Direct Deposit Authorization* function. This will take students to the BUWORKS Central Portal. Under the ESS tab, students will see the “Benefits and Pay” option. Once they click on “Benefits and Pay”, they will have access to the direct deposit function.

2. The “Benefits and Pay” option also gives students access to **view their “Salary Statement”**, formerly referred to as “Pay Stub”.

**Important:** A student employee will have access to the ESS option **once the student’s record has been established in SAP.** This will typically be on the Thursday after the student has been hired into the Student Payroll system. Students who have been paid and are having trouble accessing the ESS function should contact [ITHELP@BU.EDU](mailto:ITHELP@BU.EDU).



## Taxing Update

The SAP system uses a different method for calculating taxes than was previously utilized.

Your students may notice a slight difference in their taxation, although in most cases the difference will be negligible.

It is important to note that the new system’s taxation method makes it imperative that students be paid in a timely fashion. Both hourly and weekly-salaried students paid on schedule for hours worked should be minimally impacted by this change. **However, students receiving both a current payment and payment for back weeks will have total gross earnings taxed as if the earnings were payment for just one week.**

Please make sure your supervisors and students are aware of this change and stress with them the increased importance of **timely submission of student payroll information.**

## Change to Student Employment Weekly Payroll Schedule

Just a reminder that the student employment’s weekly payroll processing deadline for payroll coordinators continues to be **Tuesday at noon.** The student payroll system now closes to *all additional updates at 2:00 p.m. on Tuesday.* Departments have from 7:00 a.m. Thursday morning until Tuesday at noon to enter and approve hours for student employees. **Please take some time to reevaluate your internal deadlines to be sure that your student payroll is approved by Tuesday at noon.**

**Please note that this change will have no impact on student time entry.** Students still have a full week, from 12:01 a.m. on Monday morning through 11:59 p.m. on Sunday night to complete time entry through the Student Link. Departments continue to be free to establish internal deadlines for student employees to ensure that you are able to meet the student payroll weekly deadline.

