



Student Payroll News

Boston University

Calendar Year End Edition
December 6, 2011

2011 W-2 and 1042 S Forms

The **2011 W-2** forms will be mailed by the University Payroll Office during the last week in January. The 2011 W-2 forms will be mailed as follows: For domestic students this will be the home address which is on the Registrar's file. For international students the address will be their local address.

The **2011 1042 S** forms will be mailed by the University Payroll Office during the month of March. 1042 S forms are sent to those international students who claimed a tax treaty during 2011 and those international students who had a scholarship which exceeded the cost of tuition and fees. It will be sent to the student's local address, which appears on the Registrar's file.

Student Address Verification

Students may verify their address information by going to the StudentLink and choosing the Personal Option. Any student wishing to change the address to which their W-2 or 1042 S form is being sent should send an email containing their name, BUID and the new address to

stupayro@bu.edu

Address changes should be submitted no later than December 22 in order for the forms to be sent to the correct address.

Please make sure that your student employees aware of this important information.

Check Reversals

Check reversals effecting student employee calendar year 2011 earnings should be submitted to Student Payroll for processing by December 23. It is important that these adjustments be made prior to the printing of the student's W-2 form.

a. Control number		OMB No. 1545-0048		This information is being furnished to the Internal Revenue Service. If you are required to file this return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.	
b. Employer identification number	1. Wages, tips, other compensation	2. Federal income tax withheld	3. Social security wages	4. Social security tax withheld	
c. Employer's name, address, and ZIP code	5. Medicare wages and tips	6. Medicare tax withheld	7. Social security tips	8. Allocated tips	
d. Employer's social security number	9. Advance EOP payment	10. Dependent care benefits	11. Nonqualified plans	12a. See instructions for box 12	
e. Employer's first name and initial	Last name	13. State income tax	14. Other	15b. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
f. Employer's address and ZIP code	15. State	16. State wages, tips, etc.	17. State income tax	18. Local wages, tips, etc.	19. Local income tax
<p>Form W-2 Wage and Tax Statement Department of the Treasury—Internal Revenue Service</p>					

I-9 Forms

Please remember that all I-9 forms for student employees which have been completed in your department should be forwarded to the Student Payroll Office for processing and digital storage. **The original forms must be forwarded.** Student employees who do not have a valid I-9 form in the Student Payroll Office prior to the beginning of the Spring 2012 semester will not be allowed to work until a valid I-9 form is received by the Student Payroll Office.

For information on completing I-9s please consult our website www.bu.edu/seof. We have a link to I-9 Central on the USCIS' website which provides excellent guidance on completing I-9 forms.

Student Pay Checks

We ask that you encourage your student employees to sign up for direct deposit if they have not already done so.

Pay checks for students employees on the Charles River Campus who are not taking advantage of the Direct Deposit option are available for pick-up at the Student Payroll Office. Pay checks are not mailed to students

or distributed to departments.

Student pay checks are available until 5 p.m. on Friday, December 23 and then again on Tuesday, January 3. Students who will be looking for their payments over intersession should be encouraged to sign up for direct deposit.



We're on Facebook

SEO on Facebook

We are now on Facebook. Refer your students to our Facebook page and ask them to like us. We will be highlighting interesting job openings and important employment related information through our Facebook page, located at <https://www.facebook.com/pages/Boston-University-Student-Employment-Office/185902204826750>

Work Hour Restrictions Lifted

International students may work over 20 hours per week starting **Monday, December 19 through Sunday, January 15.**

Work-Study and Law students may work over 20 hours per week starting **Monday, December 12 through Sunday, January 15.**

All work hour restrictions will be in effect for the Spring semester starting Monday, January 16.

Student Employee of the Year

Want an easy New Year's resolution to keep? Do you have an exceptional student employee you'd like to thank for being such a great worker? Then resolve to nominate your exceptional student employee for the 2012 Boston University Student Employee of the Year award. Please consider submitting a nomination for Student Employee of the Year! Nomination forms are available on our website, www.bu.edu/seo, and will be accepted through February 3rd, 2012. Nominating your student is a great way to show your appreciation for a job well done! If you don't have a student to nominate this year, you can still participate in this wonderful program by volunteering as a judge. If interested in judging, please contact Bethany Sheldon at bsheldon@bu.edu. Thanks!



Spring 2012 Work-Study Reminders

Need students for next semester? The Spring Work-Study Job Directory is currently available to students and will remain available through February 17. Remind supervisors to post their work-study jobs with us, especially those whose current students are going abroad for the Spring. Please remember (and remind your supervisors!) to monitor work-study award balances closely. Students will be terminated from their work-study positions when their award money has all been used. Due to a very limited budget this year, we are unable to grant appeals for additional work-study funding, so it is very important to keep track of this balance with your work-study students!

Graduating and Non-Returning Students

Students who are graduating in January 2012 are not eligible to be paid as student employees for work done after January 15, 2012 unless they are enrolled in a graduate program at Boston University for the Spring 2012 semester.

Students who will be on a University sanctioned Leave of Absence for the Spring 2012 semester are eligible to be paid as student employees for the Spring semester only. These student will be subject to FICA withholdings as they are not enrolled in classes.

Students who have withdrawn from Boston University for the Spring 2012 semester are not eligible to be paid as student employees for work done after January 15.



Using Source Codes Assigned to Unit/Dept 014-001

If you need to hire a student into a new source code that belongs to unit/dept 014-001, please email stupayro@bu.edu with the following information:

mail code

legacy unit and department numbers (if SAP didn't exist, to what unit and department numbers would this source code belong?)

Please put in the email subject line: 014-001 Source Code

Once we update our records, you will be able to hire the student in unit 014, department 001.