Student Payroll News

Student Employees Becoming Casual or Staff Employees

In order to be hired as a casual or staff employee, a student employee’s record must be terminated in SAP. If you will be hiring an individual who was a student employee into a casual or staff position, you should send an email to stupayro@bu.edu requesting the termination. The email should include the student name, BUID number, expected hire date and your contact information. Terminations are handled on a first-come, first-serve basis. You will be notified once the termination is complete so you may begin the hiring process.

If you employ a student employee who will become a casual or staff employee in either your department or another, please be sure that all payments have been submitted for the student before May 20 so there is no delay in the hiring process.

International students must consult with ISSO prior to continuing their employment at the University as a casual or staff employee. Their continued employment at Boston University must meet USCIS regulations, and therefore must be cleared through ISSO before any work is performed. Allowing an international student to continue working without ISSO authorization will jeopardize the student’s visa standing.

Summer Hiring Criteria

Registration Status

- Students who are United States citizens or permanent residents and who have a Fall Semester Registration Status of “Eligible to Register” may work during the summer.
- International students who have a Fall Semester Registration Status of “Registration Processed” may work during the summer.

Any student taking summer classes, who has no Registration Status for the Fall Semester, may work during the summer with the following stipulations:

- Students registered in Summer 1 only may work only in Summer 1.
- Students registered in both Summer 1 and Summer 2 or in Summer 2 only, may work for the entire summer.

Students working on an incomplete to finish a graduation requirement are not considered enrolled and cannot be paid as student employees.

Graduating Students

Congratulations to the Class of 2012! It is hard each year to say goodbye, but we must. Your graduating students have been notified directly, via email, on the following information:

- Students who will be continuing at Boston University in a staff position should submit all student hours to their supervisors by May 20 so they will receive their last student payment on Friday, May 25. Late submission of hours will cause a delay in being hired into their staff position.
- Students closing their bank account before leaving Boston should keep in mind when their last payment will be issued. If they expect a payment on Friday, May 25, they should not close their bank account until after final payment has been deposited. To deactivate direct deposit, students should complete a Direct Deposit Cancellation Form located on the SEO website.
- W-2s for 2012 will be mailed to a student’s home address taken from the Registrar’s system. Students wishing to have their W-2 mailed to a different address should send an email to stupayro@bu.edu with updated address information.

FICA

FICA will be withheld from all student employees, except for those international students who have been present in the United States for less than 5 years, during the upcoming summer. Students who meet the enrollment eligibility criteria outlined in the Summer FICA policy on our website (http://www.bu.edu/seo/payroll/policies/summer-fica) will be issued FICA rebates at the end of the summer program.

Work Hour Restrictions Lifted

International students may work over 20 hours per week starting Monday, May 7 through Sunday, September 2, 2012.
Salary Adjustment Requests

Salary adjustments for student employees must be processed by Student Payroll; they cannot be completed in SAP by departments. Student Employment and Post Award Financial Operations (PAFO) have created two forms for student salary adjustments.— one for non-sponsored funding and one for sponsored funding. These forms should be completed when adjusting the distribution of a student payroll expense that had previously been charged incorrectly. When considering which form to use, please review the funding sources to be debited or credited. If any of the distributions contains an Internal Order numbers ranging from 950... thru 995..., you must use the Sponsored Program Funding form listed below. All other adjustments should be completed on the Non-Sponsored Funding form. The following forms should be used as appropriate:

Student Salary Distribution Adjustment Request Form for Sponsored Programs
This form is to be used to adjust the distribution of a student’s salary which has already been paid and impacts a Sponsored Program. An Internal Order adjustment is required.

Retroactive payroll adjustments that involve Sponsored Programs should be submitted to the appropriate Research Administrator in Research Accounting for approval. Once approved, the form will be forwarded to Student Payroll for processing. For your reference, here is a list of Research Administrator contacts by Department: http://www.bu.edu/cfo/files/2010/10/Assignment-Contact-List.pdf
Further information on Sponsored Program Salary Adjustment Policy is available at: http://www.bu.edu/cfo/post-award-financial-operations/resources/university-policies/

Student Employment Payroll Salary Distribution Change Request Form, Non-Sponsored Funding
This form is to be used to adjust the distribution of a student’s salary which has already been paid and charged to an incorrect Cost Center (unit/department, no source) or a non-sponsored program related Internal Order number.

Retroactive payroll adjustments that do not involve Sponsored Programs should be submitted directly to Student Payroll for processing.
The link to this form is as follows: http://www.bu.edu/seo/files/2012/02/10-12-Cost-Center-Salary-Distribution-Change-Request-Form.pdf

Should you have any questions with regard to the Sponsored Program form, please contact Post Award Financial Operations (617) 353-4555 or for the Non-Sponsored form, contact Student Payroll (617) 353-3588.

Using Source Codes Assigned to Unit/Dept 014-001

When hiring a student employee, if you receive the error message “Unit/Dept/Source was not defined to table contact Student Payroll” you should send an email to stu-payro@bu.edu with the information listed below. Please put in the email subject line: 014-001 Source Code. To ensure fast service, please do not email individual Student Payroll staff members. The emails will be routed to an available staff member to make the update.

1 Your mail code
2 The Job Source Code (five digits)
3 The Legacy unit/dept that the source would have been attached to if unit 014/001 did not exist.

All requests are handled on a first come, first serve basis. We will make every attempt to process requests the same day they are received.

Once we update our table, you will be able to hire the student using unit 014, department 001, and source number.

Direct Deposit

Direct Deposit: Did you know .....that departments with high rates of student employees on direct deposit have the lowest number of problems with students pay? Not having students on direct deposit results in hundreds of unclaimed checks over a given year. Remember, as you hire your new students for the summer, encourage your student employees to sign up for direct deposit. If any of your returning students still have not taken advantage of direct deposit, please encourage them to apply as well.

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 should 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/seo/
We have a link to I-9 Central on the USCIS’ website which provides excellent guidance on completing I-9 forms.

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