Sources which are attached to the Unit/Dept coding of 014-001 need to be added to a special table on the Student Payroll system before they can be used on a student employee record. If a source does not exist on this table, you will receive an error message during the student hire process.

We have recently enhanced this error message to direct you to better instructions and provide a template for the information you will need to send us in order to have your source added to our table. When hiring a student employee, if you receive the error message “Unit/Dept/Source 014-001-XXXX-X is not defined to table, Click here” you will be directed to a link instructing you to send an email to stupay-ro@bu.edu with the information listed below. Please have the Subject line read: 014-001 Source Code Issue.

Please include the following in your email:

1. The Source Code (five digits) to be added to our table.
2. Your Legacy Mail Code.
3. The Legacy unit/department (value used prior to SAP implementation).

All requests are handled on a first come, first serve basis. You will receive an email letting you know that the request has been processed as soon as it is completed. We will make every attempt to process requests the same day they are received. The emails will be routed to an available staff member to make the update. We ask that you please not email individual Student Payroll staff members directly to make these updates. Once we update our table, you will be able to hire the student using unit 014, department 001, and source number.

If you know in advance that you will be using a new source number for your student employees that will require entry onto our table, please feel free to submit you email ahead of time.

Deadlines Reminder

The input and approval of student employee hiring information should be complete by **noon on Tuesday**.

The supervisor approval of student employee time entry should be completed by 5 P.M. on Monday. Payroll coordinators must do the final mail code approval via the **Mail Code Approve to Pay** function on the Business Link. This final approval must be completed by **noon on Tuesdays**. Holidays will necessitate early deadlines. Payroll coordinators will receive an email notification of early deadlines. Please be sure that your internal departmental deadlines allow you to meet this weekly deadline.

Stipend versus Weekly-Salaried Payments

**Stipend payments** are provided to students to support them as they perform their research, and are **not** intended as compensation for services rendered.

Stipends are generally supported by training grants and are paid on the fourth Friday of every month. **Student Payroll does not process stipend payments** and cannot answer any inquiries regarding stipend payments. Inquiries regarding stipend payments should be directed to the University Payroll Office, 617-353-2270.

Please Note: US citizens and permanent residents will not receive a tax form at the end of the calendar year for this income however, they are obliged to report this income on their tax returns. Nonresident aliens, will have this stipend payment taxed at 14%, and it will be reported on Form 1042S which will be sent in early 2013.

**Weekly-Salaried payments** require work in order to be compensated, and payments are issued each Friday during a specified duration. Students are hired as student employees by departments via the Student Employment section of the Business Link. As with all work, these earnings are subject to both federal and state income taxes. Questions regarding weekly-salaried payments should be directed to Student Payroll.
As the hiring process for the Fall 2012 semester gets underway, it is important that you take a minute to review the supervisor information for your departmental and Work-Study hires.

Make sure that the supervisor(s) listed for your students is the actual supervisor. Also take the time to review the secondary supervisors for your student employees. You may do this by checking the Job and Earnings History function on the Student Employment Section of the Business Link. Remember, you can have up to five supervisors for a student employee.

If you need to make a change to the supervisor information, you should use the appropriate Add/Change Supervisor function to do so. Note: If you need to change the primary supervisor on a Work-Study job you will need to use the Maintain Existing Work-Study Jobs function make this change.

Any person listed as a student’s supervisor will have the ability to approve student employee hours using the Supervisor Approval of Student Time Entry function. Supervisors do not need a securid to access this function. This function is available through the Faculty Link. Click on Other Resources (upper right hand corner of screen) and choose Student Employee Time Approval. This will bring the supervisor into the time entry approval screen, and will list all students who have the employee listed as a supervisor.

Timely payments to all employees are mandated in the FLSA. It is not acceptable to allow hourly paid employees to submit several time sheets at once. Student employees should be paid on cycle for each week that work. It is the responsibility of student supervisors to be sure that student hours are submitted and approved in a timely fashion. For weekly-salaried student employees, supervisors should be sure that the student paperwork is submitted to ensure that the student will receive all payments on time.

Reminder: There is a new Weekly-Salaried Semester Dates chart in effect for the upcoming academic year. This new chart can be found under the Dates and Deadlines section of our website (www.bu.edu/seo/dates). Also please advise your students of this payment schedule, and let them know that they should expect their first academic year payment the Friday of their second week of work.

Timely payment is not just the law, it is also tax friendly. Students receiving payments for multiple weeks worked have those payments taxes as one week, worked, so it is important to sure that students are paid on time.

In order to be paid as a student employee during the academic year, a person must be enrolled in the current semester with a minimum enrollment standard of Classes Selected. Students who are on an official Leave of Absence are eligible to be paid as a student employee for that semester only. Students on a Leave of Absence should be made aware that they will be subject to FICA withholdings, as they will not meet the FICA exemption standards. Individuals who are listed as “Eligible to Register” are not enrolled, and are not eligible to be paid as a student employee during the academic year. Please note that international students who are enrolled part-time during an academic year semester will need to contact the International Students and Scholars Office to receive an override to their part-time status in order to work.

Student employees with payroll problems should first consult their supervisor regarding the problem. If the supervisor is unable to resolve the problem, the supervisor should consult his/her payroll coordinator. If the payroll coordinator is unable to resolve the issue, the payroll coordinator should contact the Student Payroll Office. Student employees should not contact Student Payroll directly.

Supervisors or payroll coordinators who encounter a problem in hiring a student employee in the Business Link should either click on the help button in the New Hire Rehire function or should contact Student Payroll to resolve the issue. They should never send the student employee to Student Payroll to resolve the issue.