The minimum wage for the Commonwealth of Massachusetts increased to $10.00/hour effective January 1, 2016. As a result, the hourly pay rates for most student employees was increased effective with the week ending January 3, 2016. All increases were done systematically. For most student jobs, adjustments were made during the Fall 2015 to Spring 2016 rollover process. Rate changes for students working for the last few weeks of the Fall semester (weeks ending January 3, 10 and 17) were made during the appropriate payroll runs. Please review the Spring Semester rates of your hourly paid student employees to verify that the rates are correct. If you are unsure if a student’s rate is correct please contact Student Payroll at seo@bu.edu. The new wage scale is shown below. Hourly paid student employees being paid $15 per hour or greater during the fall semester were not affected by this change.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>$10.00</td>
</tr>
<tr>
<td>Grade 2</td>
<td>$10.25</td>
</tr>
<tr>
<td>Grade 3</td>
<td>$10.50</td>
</tr>
<tr>
<td>Grade 4</td>
<td>$10.75</td>
</tr>
<tr>
<td>Grade 5</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

I-9 Reminder & Update

Reminder: Student employees who have never worked before at Boston University are required to complete an I-9 at the beginning of their employment. Please review our Form I-9 Policy located on our website. The student must complete Section 1 of the I-9 no later than the first day of employment. Proper identification must be shown and the verification of the I-9 must be completed no later than the third day of work. Students should not be allowed to continue to work if they cannot provide proper identification in compliance with the USCIS regulations. Allowing a student employee to continue to work is in violation of the law.

Domestic students may complete their I-9 either in their department or at FirstPoint, 881 Commonwealth Ave, 2nd floor. All I-9s completed in departments should be hand delivered to the Student Employment Office. I-9s should be received by Student Employment no later than 14 days after employment commences. If an I-9 is not received by this deadline their job will be terminated until the I-9 is received by our office.

It is not necessary to make copies of the identification viewed in order to complete the I-9 form. Copies of the I-9 form should not be retained by the employing department.
As we experienced all too much last winter, we are often subject to the whims of Mother Nature. As a result, the University will occasionally close due to inclement weather. Last winter's closures were mostly on Mondays and Tuesdays which are payroll processing days. The Student Payroll staff approved over 20,000 hours for students during these closures. Had they not done so, hundreds of students would not have been paid on time.

An important reminder: Student supervisors can access our online Supervisor Approval function (requires SecurID) to approve their student hours from home. Access via the Business Link or the Faculty link is available 24/7. Also, the Faculty Link does not require a SecurID. The supervisor approval function on the Faculty Link can be found under the “Other Resources” menu. As winter arrives with its potential for more storms, power outages, and weather–related closings, please remind your supervisors that it is their responsibility to be sure their student’s hours are approved by departmental deadlines, even if the University is closed.

Also, please note that preference in approvals done by Student Payroll staff on behalf of departments will always be for mail codes which have some supervisory approval of time entry done.

- Remember a job does not become active until it is approved. Be sure to check your approval queue on the Student Employment section of the Business Link - Approve/Review/Delete function to ensure that there are no jobs pending approval.

- **Please do not blindly approve all jobs in your queue, remember to take a couple of minutes to ensure accuracy.**

- **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. It is not necessary to add a note to all time entry approvals. Notes are only necessary when a supervisor or payroll coordinator is making a change to a student’s time entry.

- **Student Employees by Unit/Dept or Mail Code function** — This function supplies a snapshot of all the students working in your department for a semester. If you click on the student’s name you can view a thumbnail of a student’s employment history. If you click on a student’s job number you can view the payment history for the semester.

- **Training** — Training is available for all SE Business Link functions. Don’t be shy — just ask! You can contact seo@bu.edu to set up a training.

**Payroll vs. Mother Nature**

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**Monitoring Work-Study Awards**

As the Spring semester begins, it is important that you review the award balances of your Work-Study students. You can view their balances on the Job and Earnings History function located on the Student Employment Section of the Business Link. You should use this information as you plan your student schedule for the Spring semester. Based on their balances, you can determine how many hours per week your students are able to work this semester. The Work-Study earnings chart found on our website can be a helpful tool.

Remember as you do this, many of your student employees will be earning more during this semester than they were in the Fall semester due to the minimum wage increase. (see page 1 for more details).

When a student’s Work-Study award balance is reached, his/her job will be **terminated automatically by the system**. If you are able to pay the student out of departmental funds, you will need to hire the student into a departmental position once their award is reached. If a student exceeds his/her award in the middle of a pay week, it will not be necessary for the student to submit two time sheets for that week. The student’s hours should be submitted only on the Work-Study job. When the time sheet is processed, any amount over the student’s Work-Study award amount will be charged automatically to departmental funds.

If you need additional help for the Spring semester, post your job in the Spring Work-Study Job Directory. The job directory is currently available for students to view. Remember, there are fewer students looking for jobs in the Spring semester, so the earlier your job is posted, the better your odds of hiring a Work-Study student will be.

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**Student Employee of the Year**

The Student Employee of the Year nominations are currently being accepted. Check out our website www.bu.edu for more information. Any supervisor who has an outstanding student employee is encouraged to submit a nomination for Graduate or Undergraduate Student Employee of the Year 2016.

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**Social Media**

Encourage your students to follow the Student Employment Office on Twitter @BU_FindJobs and “Like Us” on Facebook!