The academic year semester began on Monday, September 5. Students working in the Fall semester must be registered for the Fall 2016 semester. September graduates are not eligible to be paid as student employees for the Fall semester unless they are enrolled in the Fall semester in a new program. You may hire students for the full academic year; you do not need to hire them just for the fall semester.

Students on a leave of absence are no longer eligible to be paid as student employees. They must be hired as temporary employees through Human Resources.

The first pay date of the academic year is Friday, September 16. Weekly-salaried students should be hired by Monday, September 12, in order to receive a payment on September 16. Please be sure you have all hiring complete by that time. Remember, students are taxed at a higher rate when their payments are delayed.

Students who changed banks over the summer must update their direct deposit information. They must have their old bank information in order to make the update. If they do not have access to old bank information, they can come into FirstPoint, 881 Commonwealth Ave., 2nd floor, with their BU ID and it can be looked up for them.

Student employees are students first. Students should not be permitted to work during their scheduled class times. Please remind your department supervisors that they should, if they have not already done so, confirm with their student employees that they are not scheduled to work during the student’s scheduled class time.

Important: For work-study students, it is a violation of federal work-study regulations for students to be working during class time.

Effective with the Fall 2016 semester, students who are on a leave of absence are no longer eligible to be paid as student employees. If you wish to employ a student who is on a leave of absence, you must hire the student as a temporary employee through Human Resources. Also remember, if you are hiring a former student employee on a staff level, you must request that they be terminated from the student employment level by sending an email to seo@bu.edu. Be sure to indicate the start date of the staff position so we can be sure to enter the correct termination date.

September Reminders

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Social Media

Tell your student employees to follow us on Twitter at @BU_FindJobs and like us on Facebook – Boston University Student Employment Office!
Non-Service and Service Stipend Information

Masters and PhD students may be awarded a stipend while attending Boston University. They are either awarded non-service stipends or service stipends.

Non-Service Stipends: Students awarded non-service stipends are paid the fourth Friday of each month. These payments are not considered earned income, and therefore are NOT processed through Student Payroll. Questions regarding payments of non-service stipends should be directed to the main Payroll Office. More information about paying PhD students non-service stipends can be found on the Payroll Office’s website.

Service Stipends: Students awarded service stipends are paid weekly, on Fridays. These payments are considered earned income, and are processed through Student Payroll. For Fall 2015, a series of new Job Codes were created and should be used when hiring a graduate student who has received a service stipend. More information about paying PhD students service stipends can be found on the Graduate School of Arts and Sciences website.

New Job Codes, for newly created Job Category T - Graduate Student Appointments, are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Service/Stipend</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistant</td>
<td>Service Stipend</td>
<td>GA</td>
</tr>
<tr>
<td>Graduate Grader</td>
<td>Service Stipend</td>
<td>GR</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>Service Stipend</td>
<td>RE</td>
</tr>
<tr>
<td>Graduate Research Fellow</td>
<td>PhD</td>
<td>RF</td>
</tr>
<tr>
<td>Teaching Assistant</td>
<td>Service Stipend</td>
<td>TA</td>
</tr>
<tr>
<td>Graduate Teaching Fellow</td>
<td>PhD</td>
<td>TF</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: These new Job Codes are to be used in place of Job Code 55 or Job Code 60 when hiring students into jobs using the Hire/Rehire function via the Student Employment section of the Business Link.

The job number for students being paid stipends should now be a “T”. For Example T0REXX would be the job number created by the student system when hiring a student as a Research Assistant – Svs. Stipend, being paid as a weekly-salaried employee.

I-9 Reminders

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. Students must not begin to work until they have completed an I-9. Any student employee who has an I-9 mail code of PRBI9, on the Student Employment system should not be allowed to work until a new I-9 has been completed.

Remember, you must forward I-9s completed in your department to the Student Employment Office immediately. The I-9s should be hand delivered in an envelope without any holes. Medical campus departments should drop I-9s off at the Medical Campus mail room.

Have Your Students Sign Up for Direct Deposit

As you know, direct deposit is the preferred way to be paid at Boston University. Please ask supervisors to encourage their students who do not already take advantage of this option to apply today. Students can apply through the StudentLink. It is important to have students use either Internet Explorer, Google Chrome or Firefox when they are applying. Students should not be using Safari to apply for direct deposit.

Direct deposit for returning students will continue without interruption. New students can apply for direct deposit after they receive their first pay check.
Graduated students who continue to work after graduation must be hired a temporary or staff employee. Additionally, students who are on a leave of absence must be hired on a temporary/staff level if they are going to working while on leave. In order to be hired as a temporary 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 temporary or staff position, you should send an email to seo@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. Student Employment level terminations cannot occur until after the student has received his/her last student pay check.

Requests for Student Employee level terminations should not be emailed directly to Student Employment Office staff members. All requests should be emailed to the seo@bu.edu email address. Emailing SEO staff directly slows down the processing of your request, as each request has to then be forwarded to seo@bu.edu for preliminary screening and processing.

International students must consult with ISSO prior to continuing their employment at the University as a temporary 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.

Student Employees Becoming Temporary or Staff Employees

Coming Soon — New Student Pay Rates — Again...

Think we are living in the movie Groundhog Day?? The Commonwealth of Massachusetts minimum wage is changing again. The minimum wage will increase by $1.00 per hour again in January 2017. The minimum wage in the Commonwealth will be $11/per hour effective January 1, 2017. Please keep this change in mind as you work on your Fall semester hiring and budgeting.

This change will mean that in January 2017 all student grade levels at Boston University will increase. The final grade scale has not yet been finalized, but notification will be sent to departments as soon as the new base rates have been approved. This information will also be posted on our website.

Spring semester pay rates will be adjusted during the rollover process by the Student Payroll system. Departments should not enter changes manually.

It is important that you keep these changes in mind as you plan student hours for the upcoming academic year, as most students will be receiving a pay increase in January.

Current grade and pay ranges can be found at http://www.bu.edu/seo/supervisors/guides/jobclass/.

Picking Up Pay Checks

Students who do not take advantage of direct deposit are responsible for picking up their pay checks on a weekly basis. They must have a picture ID in order to pick up a pay check.

Students working on the Charles River Campus must pick up their pay checks from the FirstPoint Customer Service counter at 881 Commonwealth Ave, 2nd floor. They should look for the Pay Check Express line. Pay checks will not be mailed.

Pay checks are valid for only 90 days, so students should pick them up in a timely fashion. Once a check is void it, will need to be reissued and the process will take approximately 4-6 weeks.

Pay checks for students working on the Medical Campus (MED, SPH, SDM) are sent to Medical School departments via the Medical Campus mailroom.
Student Sick Time

During the academic year most student employees will not be eligible to accrue earned sick time. However, student employees who accrued earned sick while working during the summer are eligible to use that sick time during the academic year in any job they hold. The instructions for paying sick time can be found on our website. Please note that all sick time will be paid out of departmental funds. Students who are certified part-time will accrue earned sick time during the academic year. A report identifying those students currently eligible to use sick is currently available to payroll coordinator.

Detailed information for Payroll Coordinators regarding Earned Sick Time for student employees is outlined on our website. The Earned Sick Time Procedures will give you information on:

- How to obtain access to view the weekly Sick Time report, which identifies any student entitled to sick time and the number of hours currently available.
- What students are eligible to receive earned sick time.
- What the criteria is to be followed in order for a student to be paid earned sick time.
- How to read the Sick Time report, which will be produced each Thursday, following the weekly payroll run.
- How to process a sick time payment, via our one time payment process.

Time Entry Reminders

- It should be the responsibility of your student employees to enter their own hours on a weekly basis via the StudentLink.
- Only supervisors and payroll coordinators can enter hours on a past week.
- Hours should be recorded in the appropriate week — when they were worked — past hours should not be lumped together with current week hours.
- Supervisors should be approving their student hours no later than Monday at 5.
- The final mail code approval is due no later than noon on Tuesdays.
- You know as a supervisor and payroll coordinator you can email your student employees directly from the time entry function — so you can email them to remind them to enter their time!!

Hiring Reminder

Please be sure that students who are performing the same tasks are hired into jobs within the same Job Grade and have the same base pay rate. The only rate differences should be the result of longevity increases students had previously earned. Remember longevity increases have been suspended effective with the Summer 2016 due to the minimum wage increases.
More Than One Supervisor Recommended for Student Employees

As the hiring process for the Fall 2016 semester begins, it is important to take a minute and review the supervisor information for each job held by your hourly paid student employees.

It is strongly recommended that you have more than one supervisor listed for jobs held by your hourly paid student employees. This will allow you to have a back-up in case the primary supervisor is out sick or on vacation. You may have up to five supervisors for student employment hourly paid jobs.

If you wish to add additional supervisors to jobs held by your student employees, you should use the appropriate Add/Change Supervisor function located in the Student Employment section of the Business Link.

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.

IMPORTANT: Supervisors do not need a securid to access the time entry approval 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 show all students listed under that supervisor.

Tax Treaty Sessions

Starting the week of October 3, we will be offering tax treaty sessions for international students. These sessions will be held in the Student Employment Office in conjunction with FirstPoint Combined Enrollment Services. During these sessions students will be provided with instruction on the proper completion of the tax treaty forms along with staff available to answer any questions they may have. The full schedule of the sessions is available on our website. Students are asked to pre-register for these sessions so that their eligibility to complete a treaty can be verified and the necessary materials can be ready for them at the sessions. Students must have a social security number in order to claim a tax treaty. The sign up information and the list of countries with tax treaties can be found on our website www.bu.edu/seo. These sessions are for students who have been hired into a position to work for the semester. Students who are receiving non-service stipends should contact the University Payroll Office (nrapay@bu.edu) for information about completing tax treaties.

Hiring International Students

International students are limited to working 20 hours per week while classes are in session. This is for all jobs combined. Reminder international students who are using earned sick time may not exceed 20 hours per week with combination of hours worked and sick time.

Social Security Numbers: You may hire an international student to work even if they do not have a social security number. When entering the hire information on the Business Link, you should enter 000000000 in the social security number field. You should also complete a Certification of On-Campus Employment letter for the student. The student must bring this certification letter to the ISSO (International Student & Scholars Office) for approval. Instructions for Obtaining a Social Security Number can be found on our SEO website (www.bu.edu/seo).

Once a student has obtained his/her social security number he/she should bring their social security card and Terrier Card to FirstPoint so that we can update his/her payroll file.