

Spring 2016

May 2, 2016

# Student Payroll News

Student Employment Office

visit our website [www.bu.edu/seo](http://www.bu.edu/seo)

## Student Employees Becoming Casual or Staff Employees

May 15 is the last day a student who is graduating can work as a student employee. Graduated students who continue to work after Commencement must be hired a temporary or staff employee. 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](mailto: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. **In order to ensure that student s receive their last student payments no Student Employment level terminations will be processed until Thursday, May 19. The effective termination date will be Sunday, May 15.**

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 prior to May 17 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.

## Weekly-Salaried Student Employees

**The Spring semester for weekly-salaried students ended on Sunday, April 24.** The last spring pay date for weekly-salaried student employees was Friday, April 29. **Please be sure your weekly-salaried student employees are aware of this.** Weekly-salaried student employees who will be continuing to work beyond April 24, will need to be hired into the SUM1 semester.

Students who are graduating on May 15 are not eligible to be paid as weekly-salaried student employees after April 24. These students can, however, be hired into an hourly paid job and submit time sheets for the weeks ending May 1, 8, and 15. May 15 is the last day any student who is graduating can work as a student employee.

## Salary Adjustments



June and the end of the 2016 fiscal year will be here before we know it. It is important to remember that student salary adjustments need to clear a payroll run before they will be reflected on your budget line. **Therefore, last payroll for processing adjustments is the payroll of week ending June 19.** Now is the time to be sure that your students are being charged to the correct budget line and make any corrections now to avoid the June rush. A link to the salary adjustment form can be found on our website <http://www.bu.edu/seo/payroll/forms/>. Remember, no salary adjustment form will be processed without proper signatures from the department and PAFO (for sponsored programs only). To help ensure that we are able to process your adjustment before the June, 19 payroll, please have the adjustment submitted no later than Monday June, 6. **We are not responsible for any delays in processing caused by improper routing.**



## Summer is Coming!!! So Is Summer Hiring



Yes, summer is rapidly headed our way. It is time to give some thought to your summer hiring needs. Students who will be returning to Boston University for the Fall 2016 semester are eligible to be paid as student employees for the summer. They do not need to be taking classes in order to work on campus over the summer. However they must meet the following criteria:

- ⇒ Domestic students need to be identified as “Eligible to Register” for the Fall 2016 semester on the University Registrar’s system.
- ⇒ International students, due to visa restrictions, must be registered (classes selected) for the fall 2016 semester in order to be eligible to be paid over the summer as student employees.
- ⇒ Incoming freshmen who have attended a Summer Orientation program and have registered for classes are eligible to work on campus beginning the week ending July 3. However, hiring departments must receive approval from the Student Employment Office.

## Payment Accuracy

You are responsible for ensuring the accuracy of payments to those student employees working in your department. Supervisors and Payroll Coordinators should utilize the Student Employment Business link functions, especially *Student Employee Information* and *Student Employees Mail Code or Unit/Dept* on a regular basis. These functions should be used to verify that students have been correctly hired and are being accurately paid for hours worked.

Remember delays in payment are not acceptable. Timely payment is the law. Also payment delays result in higher taxation for the student employee.

Please take a minute to review student employment by mail code function prior to approving any hires to confirm that the job does not already exist under a different job number.

## Student Payroll Systems Training

Do you feel lost when looking information up on the Student Payroll system? Do you struggle to enter and approve student hours? Are you not sure about what information is available for you to see on the Student Payroll system? Are you a new payroll coordinator who is trying to figure out the Student Payroll system works? If you answered yes to any of these questions, please contact Student Payroll at [seo@bu.edu](mailto:seo@bu.edu) to schedule an individual training on this information.

Keep your eyes out we will soon be announcing a schedule of Student Payroll Systems group trainings in addition to the one-on-one trainings!



## Time Entry Reminders

Student employees are able to enter their hours starting at 12:01 A.M. Monday through 11:59 P.M. Sunday. Supervisors and payroll coordinators may establish earlier internal deadlines at their discretion. Time entry for hourly paid student employees should be completed **each week** by **the student** and submitted for payment in accordance with the established departmental deadlines. **Student employees should be held accountable for entering their own hours. Supervisors should only be entering hours for students on rare occasions. It should not be a weekly occurrence.**

When it is necessary for a supervisor or payroll coordinator to enter back hours for a past week(s), the hours should be entered into the correct week ending date – the actual week the student worked the hours. Back hours should not be lumped together with the hours for the current week ending date. **When you are approving a time sheet, you are certifying that the time sheet is an accurate reflection of the hours worked.** When hours are transferred to a current week, and not entered on the correct week, it is not an accurate reflection of hours worked. **This is especially true if you are paying a student from a grant, as you must be certifying the effort in the correct week.**

Supervisors should not be blindly approving hours which students enter. It is the supervisor's responsibility to confirm that the hours entered are an accurate reflection of the hours which a student has worked. Falsification of time sheets is a serious matter of gross misconduct which must be reported to our office.

**The supervisor approval of student time entry should be completed no later than Monday at 5 P.M. Remember, no student time sheet can be processed without a supervisor approval.**

It is strongly encouraged that you have more than one supervisor listed for your student employees. You are allowed to list up to five supervisors and all five would have the ability to approve the student's hours in the absence of the primary supervisor. You may update supervisor information by using the appropriate **Add/Change Supervisor** function on the Business Link.

## Longevity Increases Suspended

Effective May, 16, the Student Employment Office has suspended automatic longevity (formerly merit) increases that were previously awarded to hourly paid student employees returning to the same position. Students who are paid hourly will not receive another automatic pay increase until January 2017, when the next minimum wage increase occurs.

When hiring a student employee, the student's pay rate should be determined according to the complexities and responsibilities of the position. Our [Job Classification Guide](#) will assist you in making the proper "job grade" determination. All hourly paid student employees should continue to be paid the same base hourly rate for comparable work, whether they have a work-study job or a non-work-study job, or whether they are undergraduate or graduate students. Student promotions and pay increases may still be given at the discretion of the department.

Any longevity increases which were earned prior to the 2015-16 academic year should still be included when calculating a student's pay rate.

The decision to suspend longevity increases was made as the result of the unusual multiple year increases to the Massachusetts state minimum wage.



## Coming Soon – New Student Pay Rates -- The Second Sequel

Like a Hollywood blockbuster the Massachusetts minimum wage increase came with multiple sequels ...The last rate increase went so well that we will be bringing back another round of changes in January 2017! The Commonwealth of Massachusetts minimum wage change also has a sequel. 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.

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.

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. But remember all minimum wage rate changes will be made systematically by Student Payroll. You should not enter the increases during hiring.

**This summer will be a good opportunity for you to review your student jobs to be sure that they are properly graded.**

## Social Security Number Process

Anyone working in the United States is required to obtain a social security number. This includes international students attending Boston University. **International students may begin working without a social security number as long as they have begun the process of obtaining one.** When initially hiring an international student via the *New Hire/Rehire* function on the Student Employment Business Link, enter 000000000 when prompted in the social security number field. Then complete the [Certification of F-1 Student On-Campus Employment for Social Security Number Application](#) which is available either through our website ([www.bu.edu/seo](http://www.bu.edu/seo)) or the ISSO's website ([www.bu.edu/isso](http://www.bu.edu/isso)).

Print out the completed form on your department letterhead and have the student take the letter to ISSO where the Enrollment Section of the form will be completed. The student should then take the form and the appropriate identification to the Social Security Administration at the O'Neill Federal Building on Causeway Street (next to the TD Garden).

Once the student has obtained a social security number, the student should bring the social security card, along with his/her Terrier Card, to the FirstPoint Customer Service counter located on the 2nd floor of 881 Commonwealth Avenue. **Please encourage students to complete this process as soon as they begin working.**

## Student Employee Sick Time

While during the academic most student employees are exempt from accruing sick time, that is not the case during the summer. Departmentally paid student employees (both graduate and undergraduate) are most likely eligible to accrue sick time. Please note that student employees who meet the criteria for a Summer FICA rebate (see [www.bu.edu/seo/payroll/policies/summerfica/](http://www.bu.edu/seo/payroll/policies/summerfica/)) are exempt from earning sick time. Sick time for student employees is accrued on a Fiscal Year basis (July 1 through June 30). Students accrue one (1) hour of earned sick time for every 30 hours (cumulative, not weekly) worked at Boston University and can earn up to 40 hours per year.

There is a 90 day waiting period from initial date of hire as an employee at Boston University before a student becomes eligible for paid sick pay.

Students may, at any time, request payment of accrued sick time from **any department** currently employing them. Accrued sick time may be used by students even during periods of non-accrual, i.e. the academic year.

Unused sick time can be carried over from one year to the next; however, no more than 40 hours of sick time may be paid out to an employee in any given year.

A weekly report is available to Payroll Coordinators (PC), through Thin Client on the Business Link, to identify sick time available to student employees. If you require information before you are able to access this report, contact Student Payroll directly.

See [Earned Sick Time Report Procedures](#) to learn how to access and use the report.

## I-9s

Student employees who have never worked at Boston University before are required to complete a Form I-9 prior to their first day of employment. **Supervisors may not allow a student to work if the student has not completed an I-9. No student employee should commence working until the I-9 has been completed.**

All I-9s completed in your department **must** be hand delivered to the Student Employment Office upon completion. Copies should not be retained by the department and supporting documentation should not accompany the I-9. More important information about completing and submitting Form I-9 may be found at <http://www.bu.edu/seo/supervisors/hiring/key-i9/>.

For information on completing I-9s please consult our website [www.bu.edu/seo/](http://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. **Please make sure that you are writing the student's name on the top of page two of the I-9.** Also please do not staple page one and two together. Please use two sided copying or paper clip the pages together.

## Hours Restrictions Lifted and Overtime

The hours restrictions for international, and Work-Study students is lifted effective Monday May 2. These students may exceed 20 hours worked starting with the week ending 5/8/2016. through the week ending 9/4/2016.

Please note that students who exceed 40 hours worked for Boston University are entitled to overtime. Overtime is to be paid at time and one-half.

**If a student has multiple jobs and he/she exceeds 40 hours between all jobs, overtime is due.** Departments may work together to determine who will pay the overtime. If departments cannot agree to a determination on who will pay the overtime, the **Student Payroll Office reserves the right to pay the overtime to the student and charge departments as deemed appropriate.**

