

Summer 2016

July 15, 2016

Student Payroll News

Student Employment Office

visit our website www.bu.edu/seo

Piecemeal Payments

The One-time/Piecemeal payment option was established to pay a student who worked on a one-time basis (i.e., special project). **One-time/piecemeal payments should not be used to pay a student a lump sum of money over multiple weeks. One-time/piecemeal payments may only be used to pay a student for work completed over a one week duration.**

When paying a student for multiple weeks (2 or more weeks), a New Hire should be completed (via Student Employment section on the Business Link) setting the student up in an hourly paid (Grades 1-5) or weekly-salaried (Grade 0) job.

Remember, International students cannot be paid one-time/piecemeal payments except during approved break periods. Also, one-time/piecemeal payments can only be paid from departmental funds.

It is important that the weekly hours worked be accurately tracked for all Boston University student employees.

Weekly-Salaried Job Codes

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. The following is a link to the Graduate School of Arts & Sciences "Aid for PHD Students", which talks about non-service stipends.

<http://www.bu.edu/cas/students/graduate/financial-aid/aid-for-phd-students/>

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 going forward when hiring a graduate student who has received a service stipend.

<http://www.bu.edu/cas/prospective-students/graduate-admissions/graduate-financial-aid/frequently-asked-questions/stipends/>

Job Codes for students who receive a service stipend, Job Category "T"- Graduate Student Appointments, are as follows:

Graduate Assistant – Svs. Stipend	GA
Graduate Grader – Svs. Stipend	GR
Research Assistant – Svs. Stipend	RE
Graduate Research Fellow – PhD	RF
Teaching Assistant – Svs. Stipend	TA
Graduate Teaching Fellow – PhD	TF

IMPORTANT NOTE: The Job Codes identified above are to be used in place of Job Code 55 or Job Code 60 for students receiving a service stipend. When hiring students into jobs, use the Hire/Rehire function via the Student Employment section of the Business Link.

The job number for students being paid stipends should now begin with a "T". For Example TOREXX 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-9s

Please remember that all I-9 forms completed in your office for student employees should be immediately be forwarded to the Student Payroll Office for processing and digital storage.

The original forms must be forwarded (copies are not acceptable).

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.

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. No attachments should accompany the I-9.

I-9s should not be placed in interdepartmental envelopes with holes. All I-9s should be in solid envelopes. Remember, no student can work unless he/she completes an I-9.



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) or the ISSO's website (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.**

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.

This summer will be a good opportunity for you to review your student jobs to be sure that they are properly graded. Current grade and pay ranges can be found at <http://www.bu.edu/seo/supervisors/guides/jobclass/>.

Longevity Increases Suspended

Effective May, 16, 2016 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.

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 our ***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 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/se/payroll/policies/summer-fica/) 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.

