Spring 2017

Student Payroll News

January 26, 2017 - Student Employment Office - visit our website www.bu.edu/seo

Student Wage Increases

The minimum wage for the Commonwealth of Massachusetts increased to $11.00/hour effective January 1, 2017. This was the final stage of a three minimum wage increase. As a result, the hourly pay rates for most student employees were increased effective with the week ending January 1, 2017. **All increases were done systematically. Departments did not need to make the rate changes.** The changes affected grade levels 1-5. The new student wage scale is shown below. Changes to jobs were made during the Fall 2016 to Spring 2017 rollover process. **Rate changes for students working for the last few weeks of the Fall semester (weeks ending January 1, 8 and 15) were made during the appropriate payroll run.** **Hourly paid student employees being paid $15 per hour or greater were not affected by this change.**

Please note: There will be an additional adjustment to the student pay scale effective September 2017. The base rates for grades 3, 4, and 5 will be increased in order to maintain pay equity between the grade levels. These grade levels were not fully increased during the first phase of minimum wage increases, and this adjustment will correct that. We will provide the final scale once this increase has been approved.

It is important that you keep in mind the grading system of jobs when hiring. The grade levels indicate the complexity of the job and the prior experience level required to complete the job. Departments are encouraged to take time this semester to review their jobs to ensure that all positions are appropriately graded.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>New Rate</th>
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<tbody>
<tr>
<td>Grade 1</td>
<td>$11.00</td>
</tr>
<tr>
<td>Grade 2</td>
<td>$11.25</td>
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<tr>
<td>Grade 3</td>
<td>$11.50</td>
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<tr>
<td>Grade 4</td>
<td>$11.75</td>
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<tr>
<td>Grade 5</td>
<td>$12.25</td>
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Student Work Hours Policy

At the start of the academic year the Provost’s Office released a new policy on student work hours. This policy limits the total number of hours which student employees can work. **Student employees must not work more than 1500 hours during the fiscal year.**

Additionally, per this new policy, students should not be working in excess of 40 hours during breaks periods or the summer. However, while it should be a rare occurrence under the new policy for overtime to occur, we must comply with the federal Fair Labor Standards Act regarding overtime pay should it be necessary.

As such, Student payroll is implementing a new process regarding overtime payments to student employees. When a student works over 40 hours on two or more jobs, we will send a report to departments informing them that overtime is due the student. **If no action is taken by departments to pay the student the overtime owed or to show that there was an error in entering time within two weeks, Student Payroll will enter the overtime hours charging the departments at our discretion.**
The time entry process is a two-step process for departments. If either step is missed, the student will not be paid.

**Step One:** The supervisor must approve the hours the student has entered. Payroll coordinators can use the *PC Approval/Change of Student(s) Time Entry* function to monitor supervisor approvals.

**Step Two:** The payroll coordinator must approve the Mail Code for time entry using the *Mail Code Approve to Pay* function by **NOON** on Tuesday. Even if the payroll coordinator is also the supervisor, both steps must still be done.

Each Tuesday morning Student Payroll staff review the status of mail codes. If no action has been taken, an automatic email is generated informing the departmental payroll coordinators. These emails should not be ignored. If you are receiving this email, a mail code you have access to is not being processed for the week. You can check the *Mail Code Status* function to see the status of your mail code. If your mail code status is “Approved” then no action needs to be taken. If your mail code status is “Updated”, then the mail code approval step needs to be taken. If the status is blank, then both steps in the process need to be taken.

If you did not have any students work in your mail code, no action needs to be taken. You do not need to approve the mail code.

If it is necessary to enter hours for a past week, the hours must be entered on the appropriate week. Hours for multiple weeks should not be combined.

Lastly, please ensure that your supervisors are not blindly approving the hours their students have worked. When a supervisor approves a student’s time entry, they are certifying that the student has worked the hours entered.

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**I-9 Reminder & Update**

**Reminder:** Student employees who have never worked before at Boston University are required to complete an I9 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.**

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. **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 collected or retained by the employing department.

**IMPORTANT:** The USCIS issued a new I-9 during the month of November. You should be using the new form which has an expiration date of 8/31/2019. The old form can no longer be accepted. The links on our website have been updated to route to the new form.
As we have already mentioned, you never know what Mother Nature has in store for us. If the weather forces the University to close on a Friday, student pay checks will not be available on that day. Students will need to wait until the next business day to retrieve their checks. Keeping that in mind, now is the time to encourage students to take advantage of direct deposit.

An important reminder: Student supervisors can access our online Supervisor Approval function either through the Business Link (requires SecurID) or the Faculty Link (no SecurID required) to approve their student hours from home.

Access via the Business Link or the Faculty Link is available 24/7.

Remember, 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 snow 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 already done.

Direct Deposit

As we have already mentioned, you never know what Mother Nature has in store for us. If the weather forces the University to close on a Friday, student pay checks will not be available on that day. Students will need to wait until the next business day to retrieve their checks. Keeping that in mind, now is the time to encourage students to take advantage of direct deposit.

Remind students that if the University closes, the Student Payroll Office and FirstPoint will be closed. Students can authorize direct deposit through the “Work” tab on the Student Link. Clicking on “Direct Deposit Authorization” will take the student to BUWorks Central. From there, they would select the “Employee Self-Service” tab. They should select “Benefits and Pay”, and then “Direct Deposit”. The student will have to input routing and account numbers. They must select the “Bank Transfer (ACH)” option from the Payment Method drop down tab. They should review the information they have entered for accuracy, and then click save to finalize it.

Also, students must remember that their account number is not the number on their debit card or the pay check they receive from Boston University. When students are paid on Friday, they should first check their account to see if the payment has gone through. The payment may go through at any time on Friday.
Students with payroll problems should speak to their supervisors. If the supervisor is not able to resolve the problem the supervisor should contact the payroll coordinator. If the payroll coordinator is not able to resolve the problem, the payroll coordinator should contact Student Payroll to discuss the issue. Students should not be advised to contact Student Payroll directly.

- Make sure your students are paid in a timely fashion. Student payments should not be held up for any reason. Justification is required for any payment that is more than three weeks late.
- Be as accurate as possible when entering the Number of Hours to be Worked Per Week when hiring a student. You should not automatically use 20 hours if the student is not working 20 hours per week. Entering a blanket 20 hours may prevent a student from being set up in another job.
- Make sure you add any additional supervisors for a student, using the appropriate Add Change Supervisor function, once you have hired a student into an hourly job.

NON-SERVICE STIPEND payments are provided to students to support them as they perform their research, and are not intended as compensation for services rendered. Non-Service Stipends are generally supported by training grants and are paid monthly, on the fourth Friday of each month. Student Payroll does not process non-service stipend payments, and cannot answer any inquiries regarding these payments. Inquiries regarding non-service stipend payments should be directed to the University Payroll Office, 617-353-2270.

Monitoring Work-Study Awards

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 to start planning your student schedule for this semester. Based on their balances, you can determine how many hours per week your students will be able work during this semester. The Work-Study earnings chart found on our website can be a helpful tool.

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 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.

Student Employee of the Year

Do you have exceptional student employees working in your department? Do you want to show them how much you appreciate their hard work? Nominate them for Student Employee of the Year! The Student Employee of the Year nominations request were recently emailed to supervisors. All nominations must be submitted to Colleen Courtney (ccourt@bu.edu) via email. The deadline for submissions is February 17. See our website for a nomination form and more information.

Social Media

Do you have positions you need filled? We can promote them online!
Follow us on Twitter: @BU_FindJobs, and like us on Facebook: facebook.com/BostonUSEO