Fall 2016 to Spring 2017 Rollover

The first Fall 2016 to Spring 2017 rollover will run on December 15. Any hourly or weekly-salaried job with an end date in the Spring semester will be automatically rolled into the Spring semester if:

- the student passes the enrollment test for the Spring semester
- for hourly paid jobs, the job has earnings in the Fall Semester
- a job was set up within the last 30 days in the Fall Semester

There will be subsequent rollovers during the month of December and early January. These rollovers will capture any new Fall hires which will need to be rolled into the Spring semester.

Any Rate or Distribution Changes and any Terminations entered after December 15, which impact both the Fall and Spring semesters, should be entered into both semesters.

The last rollover affecting hourly positions will run at 5 P.M. on January 13. For weekly-salaried positions, the last rollover which will affect weekly salaried positions will be run on December 22.

You will be sent rollover reports as the rollovers are run. It is your responsibility to monitor these reports to ensure all the students you expect to be hired in to the Spring semester are rolled and that rates of pay are correct.

December Early Deadlines!

This December there will be fewer early deadlines than in the past!!!

Make sure that all the appropriate people in your department are receiving our emails.

Anyone who received this email is on the list to receive our early deadline notices. If there is someone in your department who did not receive this email and should, please email seo@bu.edu in order to have them added to our mailing list. Be sure to include your mail code.

Please confirm with the people in your department who need this information that they received this newsletter. Do not go by the recipient list shown in the emails you receive, as the emails are sent in batches.

The holiday deadlines will be very tight, so it is important that we have correct contact information. Adhering to these deadlines is crucial, especially at this time of year, as no one wants a student’s pay to be late during the holidays.

The minimum wage for the Commonwealth of Massachusetts will increase to $11.00/hour effective January 1, 2017. As a result, the hourly pay rates for most student employees will increase effective with the week ending January 3, 2016. All Increases will be done systematically. Departments do not need to make the rate changes. The changes will affect grade levels 1-5. The new student wage scale is shown below. Changes to jobs will be 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) will be made during the appropriate payroll run. Payroll will be shut down early during the month of January to facilitate these changes. Hourly paid student employees being paid $15 per hour or greater will not be affected by this change.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>New Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>$11.00</td>
</tr>
<tr>
<td>Grade 2</td>
<td>$11.25</td>
</tr>
<tr>
<td>Grade 3</td>
<td>$11.50</td>
</tr>
<tr>
<td>Grade 4</td>
<td>$11.75</td>
</tr>
<tr>
<td>Grade 5</td>
<td>$12.25</td>
</tr>
</tbody>
</table>
**Tax Reminders**

The University Payroll Office will mail out the 2016 W-2 forms during the last week of January. Students who require earnings information prior to receiving their W-2 forms should refer to their last pay statement for 2016 via the Student Link.

International students who claimed a tax treaty during 2016, as well as any international student who had scholarship income in excess of tuition and fees, will be issued an 1042S form. **These forms will be mailed by the University Payroll Office during March. International students who expect to receive both a 1042S and a W-2 should not file their tax return until they have received both forms.**

The International Student and Scholars Office (ISSO) will once again be providing access to an electronic tax help provider for international students. ISSO will be sending out information on tax filing responsibilities to all international students during the month of February, including information on how to access the online system.

Any US citizen or permanent resident who claimed exempt during 2016 and who wishes to continue that exempt status in 2017 must complete a 2017 W-4 form by February 6, 2017. Students who do not complete a new W-4 by February 6 will have taxes withheld at “0”, Single. Affected students will be notified of this requirement by email during the first week of January.

International students who claimed exempt via a tax treaty must complete new documentation in order to claim their treaty in 2017. These students were notified via email of the requirement to file for their tax treaty.

**CHECK REVERSALS:** The end of the calendar year 2016 is upon us. So that taxes are adjusted appropriately, please send any check reversals and student repayments to the Student Employment Office by December 19. Repayment checks should be written out to the Trustees of Boston University. Check reversals affecting pay dates after December 19 must submitted promptly. **Any check reversal affecting the 2016 tax year submitted after January 5, 2017 must be for the full gross of the payment.**

**Hours Restrictions to be Lifted**

The weekly hours restrictions for students employees will be lifted according to the table below, through Sunday, January 15. Student employees will be able to work up to 40 hours during this period. **Departments should keep in mind that no student employee will be allowed to exceed a total of 1,500 hours for the fiscal year.**

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Date Lifted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic</td>
<td>12/12/2016</td>
</tr>
<tr>
<td>International</td>
<td>12/19/2016*</td>
</tr>
</tbody>
</table>

*USCIS regulations require that international students be restricted to 20 hours per week if classes are in session, even for one day during the week.

**Address Information for Tax Forms**

W-2 forms for domestic students will be sent to the home address that appears on the Student Link through the "Address and Phone" option under the Personal Tab.

W-2 and 1042 S Forms for international students will be sent to the local address which appears on the Student Link.

Students can change their address on file with the University Registrar by updating the address through the Student Link, or by notifying Student Employment.

Address changes submitted to the Student Employment Office should be sent in writing or via email to seo@bu.edu. Include your name, B.U.I.D. number and new address.

For address changes submitted to the University Registrar, students need to send a signed letter that must include name, B.U.I.D. number, signature, and the new address, specifying whether it is the home or local address.

**January Graduates**

The last date that students who are graduating in January are eligible to work as hourly paid student employees is Sunday, January 15, 2017. The Spring semester begins on January 16, 2017. If you wish to hire a January graduate as a staff or temporary employee, you should submit an email to our office at seo@bu.edu and request us to terminate the student from student payroll level. Please note student employees cannot be terminated until their final student payment has processed.
Direct Deposit

The holidays are coming (way too fast) which means that students will be taking exams and making plans to go home. **Now is the time to encourage students to take advantage of direct deposit.** Remind students they will likely be receiving payments after they have left campus for intersession. Also with winter now here, it should be pointed out that if the University declares an emergency closing on a Friday, students will not have access to paper paychecks until the first business day that the University reopens.

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.

Payroll vs. Mother Nature

Just a reminder that we are often subject to the whims of Mother Nature during the winter months. As a result, the University will occasionally close due to inclement weather. If a closure occurs on a Monday or Tuesday, which are payroll processing days, the payroll will still be processed on schedule.

**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.**

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.

**Don’t Forget!**

- 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.

- **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.

- **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.**

- **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.

- **STIPEND payments** are salaries paid to students who are engaged in research, teaching, or other services at the University. Stipends are generally supported by training grants, fellowships, and other external funding. The University Payroll Office processes stipend payments and provides support and guidance to departments and supervisors regarding these payments.
Monitoring Work-Study Awards

As the Fall semester draws to a close, 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 the Spring semester. Based on their balances, you can determine how many hours per week your students will be able to work during the Spring 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 the Spring semester due to the minimum wage increase.

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.

If you need additional help for the Spring semester, post your job in the Spring Work-Study Job Directory. The job directory will be available for students to view beginning Monday, January 4. Remember, there will be 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.

Student Employee of the Year

The Student Employee of the Year nominations request will be emailed to supervisors this month. Any supervisor who has an outstanding student employee is encouraged to submit a nomination for Graduate or Undergraduate Student Employee of the Year 2017.

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. 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 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 will not be accepted after January 15, 2017. The links on our website have been updated to route to the new form.

Social Media

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

Holiday Gift Giving

During the holiday season, we know that many departments want to provide small gifts to their student employees. Please note that when giving gifts to their student employees, department should comply with the Comptroller’s Office Policy on Gifts, Prizes and Awards to Employees. Remember, your student employees are considered employees of Boston University.