ATTN: PAYROLL COORDINATORS
HIRING FORMER STUDENT EMPLOYEES INTO TEMPORARY (INCLUDING TEPV) OR STAFF LEVEL POSITIONS

Student Employment Level Terminations

It is necessary to terminate a former student employee from the Student Employment level in SAP before the former student can be hired into a temporary level (including TEPV) or staff position in SAP. All student level payments must have been made to the student before he/she can be terminated from the student payroll level.

To request these terminations, please send an email to seo@bu.edu and include in the subject line "SE Level Termination". In the body of the email, please include the name and BU ID number (preferably without any dashes) of the student who needs to be terminated. Please send the requests by 5 P.M. on Friday so they can be processed in time for the next payroll run.

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.