**Student Payroll News**

**Student Employment Office**  
visit our website www.bu.edu/seo

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**Weekly-Salaried Student Employees**

**The Spring semester for weekly-salaried students ends on Sunday, April 30.** The last spring pay date for weekly-salaried student employees is Friday, May 5. **Please be sure your weekly-salaried student employees are aware of this.** Weekly-salaried student employees who will be continuing to work beyond April 30, will need to be hired into the SUM1 semester.

Students who are graduating on May 21 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 7, 14, and 21. May 21 is the last day any student who is graduating can work as a student employee.

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**Salary Adjustments**

June and the end of the 2017 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 25.** Now is the time to be sure that your students are being charged to the correct budget line and make any corrections 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/](http://www.bu.edu/seo/payroll/forms/). Remember, no salary adjustment form will be processed without proper signatures from the department and PAF0 (for sponsored programs only). To help ensure that we are able to process your adjustment before the June, 25 payroll, please have the adjustment submitted no later than Monday June, 5. **We are not responsible for any delays in processing caused by improper routing.**
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 2017 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 be in a degree seeking program and meet the following criteria:

- Domestic students need to be identified as “Eligible to Register” for the Fall 2017 semester on the University Registrar’s system.

- International students, due to visa restrictions, must be **registered** (classes selected) for the fall 2017 semester in order to be eligible to be paid over the summer as student employees.

- Students who are not returning for the Fall 2017 semester, but who are enrolled for classes in Summer 2, are eligible to be paid as student employees for the entire summer. Students registered for only Summer 1 classes are eligible to work until June 25, 2017.

- 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 2.

- A student on a leave of absence or in a non-credit certificate or exchange program cannot be paid as a student employee, but can be hired as a temporary employee/staff/faculty through Human Resources.

### 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 to schedule an individual training on this information.
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 timesheet, you are certifying that the timesheet 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 timesheets 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 timesheet 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.

The final Payroll Coordinator approval, using the Mail Code Approve to Pay function, **must be completed by noon on Tuesday.** Both the supervisor and payroll coordinator approvals must be in place in order for a student employee to be paid.

Holidays may necessitate early deadlines, payroll coordinators are notified via email of early deadlines.

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Grades 3, 4 and 5 to be increased

Effective with the 2017-18 Academic year the pay rates for grades 3, 4 and 5 will be increased. **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 which began in January 2015, and this adjustment will correct that.

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.

Starting September 2017 the new pay scale will be:

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<thead>
<tr>
<th>Grade Level</th>
<th>Base Rate</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
<td>$13.25</td>
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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 September. **But remember all base wage rate changes will be made systematically by Student Payroll.**

**This summer will be a good opportunity for you to review all your student jobs to be sure that they are properly graded.** If you find jobs that are not graded correctly, you should contact our office for assistance in either correcting the grade level, or creating a new job which reflects the proper grade level.

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Coming Attraction --- Electronic I-9s for Student Employees

During the summer of 2017, the Student Employment Office will be rolling out a new electronic I-9 process for student employees, which we hope to have fully implemented prior to the opening of Fall semester. SEO will be utilizing Form I-9, the same vendor as Human Resources utilizes for staff I-9s. Departments will have access to Form I-9 for the purpose of entering their student employee I-9s. More information will be forthcoming regarding training and new procedures during the summer. Until the new procedures are in place, departments should continue to follow the current I-9 process.

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/](http://www.bu.edu/seo/supervisors/hiring/key-i9/).
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.

Students may not exceed a total of 1500 hours of University employment in a fiscal year (July 1 through June 30). As FY 2017 winds down, please be sure any students working in summer 1 will not exceed 1500 hours limit prior to June 30.

During official University break periods, such as intersession, spring break and summer, students should not work more than 40 hours per week.

Please note that students who, on occasion, exceed 40 hours of work in a given week 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 in a given week, 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.

Please be sure to review Student Work Hours Policy, located at http://www.bu.edu/policies/studentlife/student-work-hours-for-employment-at-boston-university

Please note that effective Monday, May 8 the 20 hours per week hours restrictions for work-study and international students will be lifted through the week ending September 3, 2017.