

BOSTON UNIVERSITY STUDENT EMPLOYMENT OFFICE  
881 Commonwealth Ave, 2<sup>nd</sup> Fl,  
Boston, MA 02215 Phone: 617-353-3594  
E-mail: seo@bu.edu  
www.bu.edu/seo

**FEDERAL WORK-STUDY PROGRAM  
OFF-CAMPUS AUTHORIZATION REQUEST**

**Student Information:**  
BU ID #: U \_\_\_\_\_ Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Program: \_\_\_\_\_ AY \_\_\_\_\_ Summer \_\_\_\_\_ Maximum Earnings Level (Work-Study Award Amount): \_\_\_\_\_

**Hiring Information:**  
Action: \_\_\_\_\_ New Hire \_\_\_\_\_ Rehire \_\_\_\_\_ Job #: \_\_\_\_\_  
(If new job, Work-Study Staff will assign job #)  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
(NOTE: Must be approved by Work-Study Staff) (NOTE: AY 2018-2019 Program ends 5/19/19. Summer 2019 Program ends 9/1/19)  
Hourly Pay Rate: \_\_\_\_\_ Hours per Week: \_\_\_\_\_  
(Must be at least \$13.00 per hour)

**Job Information:**  
*NOTE: This section to be filled out only if job number is not indicated above.*  
Job Title: \_\_\_\_\_  
Job Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Agency Information:</b>	
Agency Name: _____	Agency #: _____ <small>(If new agency, Work-Study staff will assign agency #)</small>
<b>Student Supervisor Information:</b>	<b>Agency Billing Information*:</b>
Name _____	Contact Name _____
Phone Number _____	Phone Number _____
Email Address: _____	Email Address: _____
Mailing Address: _____ _____ _____	Mailing Address (if different from student supervisor's address): _____ _____ _____
Agency Website: _____	*Please provide the person responsible for receiving and paying invoices

**\* PLEASE SEE REVERSE FOR IMPORTANT INFORMATION ABOUT THE WORK-STUDY PROGRAM \***

I hereby have the authority to hire the above-named student and agree to reimburse Boston University for 50 percent of the student's gross earnings. I UNDERSTAND THAT THIS STUDENT CANNOT BEGIN WORKING UNTIL BOSTON UNIVERSITY HAS APPROVED THIS WORK-STUDY PLACEMENT IN WRITING AND HAS NOTIFIED OUR AGENCY OF THE STUDENT'S START DATE. I have read the Work-Study program information on the reverse side of this form and I agree to adhere to these guidelines.

\_\_\_\_\_  
Authorized Signature Title Date

**OFF-CAMPUS WORK-STUDY OVERVIEW**

In order to hire Boston University Work-Study students, off-campus agencies must be non-profit, incorporated organizations. Any organization that is tax-exempt, by either Federal or State Revenue Service, meets this requirement. In addition, the work of the organization must be in the public interest or be considered community service. That is, the work performed must benefit the public at large, not just a specific group of people. **The Boston University Work-Study staff reserves the right to determine whether an agency's request to hire a Work-Study student will be approved.**

**With the exception of America Reads and America Counts agencies, off-campus employers are responsible for 50 percent of the student's gross earnings.** Organizations will be billed either in advance or via monthly invoices. Payment is due within 30 days of each invoice.

**FEDERAL WORK-STUDY PROGRAM OVERVIEW**

Federal Work-Study is a form of financial assistance. Students who are eligible to work under the Work-Study program must meet federal guidelines for the program. If necessary, the Office of Financial Assistance may adjust or cancel a student's Work-Study award at any time during the academic year or summer program in order to meet these guidelines. **NOTE: If a student's Work-Study award is canceled, the student is no longer eligible to work on the Work-Study program. Any hours the student works beyond the cancellation of the award must be paid in full by the agency. Students may not volunteer for the same position after working in that position through the Work-Study program.**

**OFF-CAMPUS AUTHORIZATION REQUEST FORM AND WORK AGREEMENT CONTRACT**

**A student may not begin working until the employing agency has completed this form (reverse) and receives written notification from Work-Study staff that the placement has been approved. The hiring agency is responsible for paying the student for any hours worked prior to the authorization approval.** Generally, Work-Study staff will send notification of placement approval within three to four working days of receipt of a *completed* authorization form; however, the approval process may take longer for new agencies. New agencies will be asked to sign and return the formal Work Agreement Contract, which is required of all off-campus agencies. Work Agreement Contracts must be updated every two years. Work-Study staff will notify the appropriate agency representative when the agency's contract must be updated. This authorization request form requests approval to work only between the program dates listed. Separate written authorization must be obtained in order for a student to be rehired for another program.

**ESTABLISHING A PAY RATE**

All off-campus Boston University Work-Study students must be paid on an hourly basis. Supervisors should establish a student's hourly pay rate according to the complexity and responsibility of the job assignment. **The current minimum pay rate for off-campus Work-Study jobs is \$13.00 per hour.** Students who return to a job after having worked during a prior program are entitled to an increase in pay at the discretion of the supervisor/agency.

**PAYROLL PROCEDURES**

Within seven days of the placement approval, Work-Study staff will mail to the supervisor the following materials: time sheets for the current semester, explanation of the payment procedures, schedule of early payroll deadlines for the current semester, and an authorized signature card. Only the preprinted Boston University off-campus student time sheet will be accepted for payment for an off-campus position. **Supervisors are responsible for completing the daily start/stop record, total hours to be paid, and supervisor signature sections on the time sheet.** The supervisor must submit a time sheet each week a student works.

In order for a student to be paid on Friday, the completed time sheet (for the previous week) must be submitted to the Student Payroll Office by 5:00 on Friday. Holidays may necessitate early deadlines. The time sheet may be emailed to [seo@bu.edu](mailto:seo@bu.edu). Supervisors must sign and return the authorized signature card for each student under their supervision by fax (617-353-9200) or email ([seo@bu.edu](mailto:seo@bu.edu)) before submitting a time sheet. Student Payroll staff uses the authorized signature card to verify the supervisor's signature when processing off-campus time sheets. No off-campus time sheet will be processed until a completed authorized signature card has been received.

**CHANGES TO STUDENT'S PAY RATE OR EMPLOYMENT STATUS**

Please notify Work-Study staff by phone (617-353-3594) or e-mail ([seo@bu.edu](mailto:seo@bu.edu)) if (1) you wish to increase the student's pay rate during the course of his/her employment, or (2) if the student's employment is terminated, whether the student resigns or is terminated for cause.

**GENERAL INFORMATION: [www.bu.edu/seo](http://www.bu.edu/seo)**

- Boston University Work-Study students may work a maximum of twenty hours per week when classes are in session during the academic year and forty hours per week during vacation periods and summer session.
- It is the joint responsibility of the student and the supervisor to keep track of the hours the student works and the student's Work-Study award balance.
- Original, paper time sheets must be mailed to the Boston University Student Employment Office at the address listed above within 7 days of the end of the semester. If, upon auditing these documents, it is discovered that there are unprocessed hours, Boston University will do its best to ensure the student is paid as normal. However, if the student has graduated, has exhausted his or her federal funding, or is otherwise ineligible for payment on the student level, it is the organization's responsibility to pay the entirety of the student's wages for those hours.