Student Payroll News

Student Employees Becoming Temporary or Staff Employees

May 19 is the last day a student who is graduating can work as a student employee. Graduated students who continue to work after Commencement must be hired a temporary or staff employee. In order to be hired as a temporary or staff employee, a student employee's record must be terminated in SAP.

If you will be hiring an individual who was a student employee into a temporary or staff position, you must send an email to seo@bu.edu requesting the termination. The email should include the student name, BUID number, expected hire date and your contact information.

Terminations are handled on a first-come, first-serve basis. You will be notified once the termination is complete so you may begin the hiring process with HR. In order to ensure that students receive their last student payments, no Student Employment level terminations will be processed until Thursday, May 23. The effective termination date will be Sunday, May 19. There are no exceptions.

If you employ a student employee who will become a casual or staff employee in either your department or another, please be sure that all payments have been submitted for the student prior to the Tuesday, May 21 payroll run, so there is no delay in the hiring process.

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 a student to continue working without ISSO authorization will jeopardize their visa standing.

Weekly-Salaried Student Employees

The Spring semester for weekly-salaried students ended on Sunday, April 28. The last spring pay date for weekly-salaried student employees is Friday, May 3. Please be sure your weekly-salaried student employees are aware of this. Weekly-salaried student employees who will be continuing to work beyond April 28, will need to be hired into the SUM1 semester.

Students who are graduating on May 19 are not eligible to be paid as weekly-salaried student employees after April 28. These students can, however, be hired into an hourly paid job and submit time sheets for the weeks ending May 5, 12, and 19. May 19 is the last day any student who is graduating can work as a student employee.

FICA will be withheld from summer payments in accordance to the Summer FICA policy. Rebates to students who meet eligibility standards will be issued by the end of October. Please be sure that your students are aware of the Summer FICA policy.

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 the 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.
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 2019 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 2019 semester on the University Registrar’s system.

⇒ International students, due to visa restrictions, must be registered (classes selected) for the fall 2019 semester in order to be eligible to be paid over the summer as student employees.

⇒ Students who are not returning for the Fall 2019 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 23, 2019.

⇒ Incoming freshmen who have attended a Summer Orientation program and have registered for classes are eligible to work on campus beginning the week ending June 30.

⇒ Reminder: 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.

### Salary Adjustments and Check Reversals

June and the end of the 2019 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 23.** 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:

- Job and Earnings History printout
- Departmental signatures
- PAFO signature (for sponsored programs only).

To help ensure that we are able to process your adjustment before the June 23 payroll, **please have the adjustment submitted no later than Monday, June 3.**

**Adjustments for payments made during the month of June must be submitted by June 17.**

*We are not responsible for any delays in processing caused by missing information or improper routing.*

**Check reversal requests should be handled according to the same schedule.**

### 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 time sheet, you are certifying that the time sheet 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 time sheets 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 time sheet 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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Student Work Hours

Please review Student Work Hours Policy, located at [http://www.bu.edu/policies/studentlife/student-work-hours-for-employment-at-boston-university](http://www.bu.edu/policies/studentlife/student-work-hours-for-employment-at-boston-university)

Students may not exceed a total of 1500 hours of University employment in a fiscal year (July 1 through June 30). As FY 2019 winds down, please be sure any students working in summer 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 per the Fair Labor Standards Act. 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.**

To assist you in the tracking of your student employee hours we have added a warning message to the hiring function to alert you when a student has another job on campus. However, you are still responsible for the monitoring of the hours being worked by your student employees. This is just a warning message and will not prevent you from hiring the student. Also it is good practice to monitor the Student Employee Information function on the Business Link to see if a student has obtained another job after you have hired the student.

**Please note that effective Monday, May 6, the 20 hours per week hours restrictions for work-study and international students will be lifted through the week ending Sunday, September 1, 2019.**

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Direct Deposit

As you know, direct deposit is the preferred way to be paid at Boston University. Please ask supervisors to encourage their students who do not already take advantage of this option to apply today. Students can apply through the StudentLink. **It is important to have students use either Google Chrome or Firefox when they are applying. Students should not be using Safari** to apply for direct deposit.

**Students are required to enroll in Duo,** the secure dual-factor login tool, to apply for direct deposit. Students should be encouraged to do so, not only so they can apply for direct deposit, but so they can access their salary statements and maintain their taxing information.

Students, who do not take advantage of direct deposit are required to pick up their pay checks from FirstPoint (881 Commonwealth Ave, 2nd floor). The hours are Monday-Friday 9-5. Please remind your students to pick up their checks and to allow adequate time in their weekly schedules to do so. We do not mail pay checks.
I am pleased to announce that since the implementation of the electronic I-9 process for student employees, there have been over 10,300 completed I-9s for new student employees working at Boston University. Thank you all for your assistance in making this project a success!!!

Here are some tips on how to avoid any problems when using Form I9Compliance:

1. When directing students to access the Form I-9 portal, be sure they go to either the SEO website Homepage or the Student Link. Do not use any bookmarks you may have had on your computer from the past, or have the student search for I-9 on the main Boston University website. When they do, they are directed to the HR I-9 site. The student site is separate from the HR site.

2. Make sure students have entered the correct BUID number on the form.

3. Do not save an I-9 with an incomplete section 2. Cancel the update and go back to it later.

4. Send all international students to the ISSO to complete Section 2 of the I-9.

5. Make sure that you are viewing original documents when completing Section 2.

6. Do not allow a student employee to work without a completed I-9 on file.

7. When using Terrier Card as form of ID for section B, remember that Private Institution indicator can be found between Pennsylvania and Puerto Rico. Or if you prefer, the School Indicator can be found between Rhode Island and South Carolina. Either option is acceptable.

Summer is a good time to audit your student jobs. Best proactive practice would be to have a two-phased audit.

Phase one is to be sure all your currently hired students are graded properly and that their job descriptions match the current requirements of the job.

Using the Student Employees by Unit/Dept Mail Code function, you should check to be sure:

- All expected student employees are hired;
- You do not have students hired into multiple jobs in error;
- Students are set up with the correct budget line (Unit/Dept);
- Students are set up with the correct pay rate.

If you find any problems, now is the time to take the appropriate corrective action. Contact us if you have any questions.

Additionally, if you have students hired who are not working, you should terminate their positions.

Phase two of the audit should include a review of all your department’s student jobs to ensure that they are graded correctly and that their descriptions match what the students are doing. You can review your Work-Study jobs using the Maintain Existing Work-Study Job function. Departmental job descriptions should be maintained internally.

Effective immediately, current domestic student employees no longer need to complete a paper W-4 in order to update their tax status. They are able to do so via Employee Self-Service on the BUWORKS central portal. They can access the BUWORKS through the Student Link by clicking on the Tax Information Update option on the Work Tab. (Once a student has been paid, they will have access to the W-4 as part of their Employee Self-Service menu.) The W-4 option can be found by clicking on “Pay” to view the full pay menu.

Domestic students will still need to complete their initial W-4 with you at the time of hire, however all subsequent W-4s should be submitted via Employee Self-Service. Domestic students who have already worked for Boston University should no longer complete a paper W-4. They should be directed to complete any W-4 or M-4 updates via Employee Self-Service.

The paper W-4s which you have entered as part of the new hire process should be forwarded to our office for scanning and electronic storage. Departments should not hold these W-4s.

International students are still required to complete paper tax forms for all updates.
Anyone working in the United States is required to obtain a social security number. 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.

While during the academic most student employees are exempt from accruing sick time, that is not the case during the summer. Departmentally paid student employees (both graduate and undergraduate) are most likely eligible to accrue sick time. Please note that student employees who meet the criteria for a Summer FICA rebate (see www.bu.edu/seo/payroll/policies/summer-fica/) are exempt from earning sick time. Sick time for student employees is accrued on a Fiscal Year basis (July 1 through June 30). Students accrue one (1) hour of earned sick time for every 30 hours (cumulative, not weekly) worked at Boston University and can earn up to 40 hours per year.

There is a 90 day waiting period from initial date of hire as an employee at Boston University before a student becomes eligible for paid sick pay.

Students may, at any time, request payment of accrued sick time from any department currently employing them. Accrued sick time may be used by students even during periods of non-accrual, i.e. the academic year.

Unused sick time can be carried over from one year to the next; however, no more than 40 hours of sick time may be paid out to an employee in any given year.

A weekly report is available to Payroll Coordinators (PC), through Thin Client on the Business Link, to identify sick time available to student employees. If you require information before you are able to access this report, contact Student Payroll directly. See Earned Sick Time Report Procedures to learn how to access and use the report.