Salary Adjustments and Check Reversals

June and the end of the 2019 fiscal year is on our doorstep. 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/. 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, deadline, 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.

Student Work Hours

The Student Work Hours Policy (http://www.bu.edu/policies/studentlife/student-work-hours-for-employment-at-boston-university) allows students to work up to 40 hours during official University break periods, such as intersession, spring break and summer, students should not work more than 40 hours per week. Students should not be scheduled to work more than 40 hours per week on a consistent basis. 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.

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 1 will not exceed 1500 hours limit prior to June 30.
Student W-4/M-4 Updates

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 a paper 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.

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.

Student Employee Sick Time

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, available to Payroll Coordinators (PC) through Thin Client on the Business Link, can 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.

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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.

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.

FERPA and Confidentiality Policies

Student employees who are working for you over the summer who will have access to student records are required to complete a FERPA policy agreement. (http://www.bu.edu/seo/ http://www.bu.edu/seo/files/pdfs/ferpa-agreement.pdf). You are responsible for maintaining all FERPA agreements in your department.

The Student Employment Confidentiality Policy was created to be used by supervisors to stress with student workers the importance of confidentiality in the workplace. Information acquired at work should remain in the workplace. If you wish to have your student employees complete the confidentiality agreement, it can be located at http://www.bu.edu/seo/ http://www.bu.edu/seo/files/pdfs/10-2-08PaperConfStatementforStudentEmployees.pdf. You are responsible for maintaining all confidentiality agreements in your department.

Social Security Number Process

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.