Completing a Student Salary Adjustment Request Form (SARF)
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How forms get processed

Initiator submits form on website

If entry affects a sponsored program, routed to PAFO for review and approval
- Sent to SEO for processing
  - Initiator notified when action is submitted and processed by SEO

If entry does not affect a sponsored program, routes directly to SEO
- SEO processes action
  - Initiator notified when action is submitted and processed by SEO
Accessing the Form

A link to the Student SARF is located on the SEO website http://www.bu.edu/seo/payroll/forms/ (log in using your BU credentials)

Please note, the Form requires a supported browser. If you use an unsupported browser, the form may not behave as intended. A list of supported browsers can be found at https://www.bu.edu/tech/services/admin/document-management/onbase/clients/
Student Salary Adjustment Request Form

- Student whose salary needs adjusting
- Select whether student is being paid from Cost Center or an Internal Order
- Pay period(s) being adjusted.

**Date range Tip #1** – include the appropriate weeks from the Job Earnings History (hint it’s always a Sunday) rather than dates from postings in SAP.

**Date range Tip #2** – if the change spans multiple weeks, include the whole date range, do not submit a new form for every week.

**IMPORTANT**: When filling out the form, please use the TAB key to go to the next field, not the return or enter keys (which will trigger a submission of the form).

Can be found on Student Job Information and Earnings History screen on SEO section of the Business Link.

Cost Centers 10 digits and start with a 1, 2, or 3. Internal Orders 10 digits and start with a 9.
**Student Salary Adjustment Request Form**

**What accounts and amounts the student should be paid from**

**Form completes these sections automatically**

**You can add additional rows**

<table>
<thead>
<tr>
<th>Adjustments</th>
<th>Cost Center</th>
<th>New Cost Center</th>
<th>New Internal Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total of New Distributions:**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
</tr>
</tbody>
</table>

**Is this request form being submitted 90 days or more from the date of the original transaction?**

- [ ] Yes
- [ ] No
If the form includes any Internal Order numbers (95-) then “Yes” will be autofilled.

Based on the information you entered above, you will be asked two (less than 90 days) or four (over 90 days) questions. Answer all the questions displayed.

If over 90 days, requires PI approval. The PI will be sent an email requesting their approval. Included in the email will be an attached copy of your form.
Attach any required supporting documents
• Job Information and Earnings History
• Business Warehouse (BW) Report
• Personnel Activity Report (PAR)

You should have these documents saved as a PDF or image file (.tif, .jpg) in an accessible location on your computer (local hard drive, OneDrive, Network Drive).

Submitter & Alternate – Enter your name and email, and the name and email of a back-up in your area. If you are your own back-up, enter your information twice.

By submitting this form, you are asserting that you are authorized or have been given the authority by a responsible party to request this adjustment.
Once you submit the SARF, you will see a “thank you” message and you will receive an email notification. If this message does not appear and you are still seeing the form, there is an issue. Something on the form needs to be corrected; once corrected you should click “submit” again.

Thank you for submitting the Student Salary Adjustment Request Form (Student SARF). Soon you will receive an email with a Student SARF ID number. This number should be retained as a reference for tracking purposes for inquiries about this submission.

If you have any questions and your student SARF affects a sponsored award, please contact Post Award Financial Operations at 617.353.4555; If not, please contact Student Employment Office 617.353.3594.
If there is an issue, the initiator will get an email notification.

You will need to address the issue before the form can be processed. Follow the instructions in your email notification.

**Potential Issues**
- Wrong / missing names or emails
- Wrong / missing attachments
- Incorrect dates
- Missing PI approval
- Incomplete justification

What happens if PAFO or SEO find an issue with the SARF
Link to Quick Start Guide

Contacts
Post Award Financial Operations, pafo@bu.edu, 617 353 4555
Student Employment Office, seo@bu.edu, 617 353 3594
IS&T for technical issues (submit a ticket)