Student Payroll News

August 6, 2020 - Student Employment Office - visit our website www.bu.edu/seo

Student Hiring Freeze

There are significant changes to the student hiring freeze for the Fall 2020 semester.

Approval to hire is **only** required for brand new positions. The creation of any **new position** within your department will continue to require prior approval. Your department should obtain approval for new positions using the **“Staff Hiring Freeze Exception Request Form for Regular Staff, Temporary Staff, Postdocs and Student Employees”**. Please note that positions are considered ‘new’ if they did not previously exist in your department; positions are not considered new if you are simply hiring a new student employee into a pre-existing position. The process for requesting exceptions has not changed, and as previously instructed, please use one form for any position with multiple hires.

The following types of student positions will **no longer require special permission** prior to hiring:

- Established, reoccurring student positions into which your department normally hires students. This includes federal work-study and non-work-study positions that are paid hourly or as weekly-salaried jobs.
- All positions funded by grants and sponsored accounts.
- All PhD stipends will continue to be exempt from the hiring freeze.

As of July 30, 2020, department Payroll Coordinators once again have access to the Approve/Review/Delete function, located on the Student Employment section of the Business Link. For positions that still require an approved exception to the hiring freeze, as described above, departments must provide the signed Hiring Freeze Exception form to the Student Employment Office within 24 hours of the student hire.

Post Your Work-Study Jobs

Work-Study students will begin viewing the Fall Work-Study Job Listings on August 10, 2020!

If you would like to post a job for students to view, please follow the directions below:

**POST YOUR EXISTING JOB(S) USING THE BUSINESS LINK:**

Go to the Business Link at [www.bu.edu/link](http://www.bu.edu/link)

1. Choose **Student Employment**
2. Under “Work-Study Job Functions,” choose **Maintain Existing Work-Study Jobs**
3. Enter your mail code, unit/department, OR Job Number
4. To view or make changes to your job description, primary supervisor, or contact, click on the job number. Please make sure the description accurately reflects the duties, qualifications, and available time slots. **Additionally, please indicate whether or not this job can be done remotely**
5. Select “Posted” next to “Job Posting Status” in order to have your job appear in the directory
6. Click **Update** at the bottom of the page to make the changes and post your job

**If you posted your job for previous semesters, it has been taken down. Please repost if you would like to advertise your job for the fall.**

**CREATE A NEW WORK-STUDY JOB:**

First, obtain the approval mentioned in the hiring freeze section. Then, once your new position is approved, click on **Create a New Work-Study Job** under “Work-Study Job Functions” on the Business Link. You’ll need to know the unit/department, mail code, supervisor information, job description, and job grade level to create a job. Information about job grades may be **found on our website**.
The I-9 form is required of all individuals who are newly hired to work at Boston University. For individuals who are being hired for the first time as student employees, **departments are responsible** for completing the I-9s for domestic students. International students should complete their I-9s with the ISSO. Departmental payroll coordinators have the ability to create “End Users” (person who can complete section 2 of the I-9) for the Form I-9 system. If a payroll coordinator finds they do not have access to the Form I-9 system or cannot add end users, they should email seo@bu.edu to request this access.

**Students should complete section 1 of the I-9 online through the Student Link.** The Department of Homeland Security is allowing some latitude on completing section 2 during this unique period. You should then either set up a quick video chat with the student to have the student show you their identification, or you can have the student submit either a scanned copy or a photo of their identification. You would then complete section 2 of the I-9 as usual. Once normal operations resume, the student should come in and present the original documentation. Additionally, if any of the documentation has expired between March and August of 2020, you can accept that as well, and the student will need to show valid identification when normal operations resume. There is a possibility that this provision will expire on August 19. If this happens, students may again be required to complete I-9s in person, and no longer remotely.

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.

To help departments with the I-9 process we have created two videos for departments. One video shows payroll coordinators how to create and maintain end users for their departments. The other shows payroll coordinators and supervisors how to complete **section 2 of the I-9.** We will soon be posting instructions for students on completing section 1 as well.

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**Direct Deposit**

Now more than ever it is critical for student employees to enroll in direct deposit. Therefore, it is essential to ensure that students are enrolled in direct deposit as soon as is possible. If possible we encourage you to hire your students into the Student Payroll system a week prior to their starting work. This will allow time for a student’s record to be established in SAP, which will allow the student to enroll in direct deposit prior to being issued their first pay check. We have a brief video on our website which students can view to learn how to enroll. Enrolling in direct deposit will allow students
Let us work with you!!!

⇒ Do you need to learn how to enter student hires?
⇒ Do you know how to make changes to a student’s job?
⇒ Do you need help viewing a student’s job information and payment history?
⇒ Do you need help navigating the Form I-9 system for student employees?

If you can answer yes to any of these questions, or know someone in your department who needs to learn how to do these things, please contact Priscilla Louie (pmlouie@bu.edu) to set up a time for training. Training sessions are conducted via Teams and/or Zoom and can be done on a one-on-one basis or in a group. Trainings can be customized to meet your department’s needs.

Student Payroll Videos

As another assist for departments, we are working on developing a library of training videos which can help students and payroll coordinators navigate the Student Payroll process.

Early in the Spring semester we started the process by launching videos for students on “Applying for Direct Deposit”, “Understanding their Salary Statements” and “Accessing Their W-2s”.

Just last week, we launched our first few videos directed at payroll coordinators. We have published videos on completing section 2 of the Form I-9, adding departmental end users to the Form I-9 system and on making rate changes. Over the next several months we will be launching more videos for both payroll coordinators and students.

Some highlights to look forward to prior to the beginning of the fall 2020 semester:

♦ Completing Section 1 of the I-9 for Student Employees
♦ Using the Student Employee Information Function for Payroll Coordinators
♦ Using the Student Employees by Unit/Dept or Mail Code Function for Payroll Coordinators.

Keep watching our website (www.bu.edu/seo) for the launch of new videos!