

Payroll Process – Students

1. Student employment

Student Employment allows for students to gain professional experience, supplement their income, and provides support to SPH's operations. Doctoral, Masters, and undergraduate students may be hired for positions based on specific criteria and regulations. Limitations for student employment include the number of hours a student can work, the registration status of a student, and may include restrictions based on the student's funding or institutional support. The School of Public Health depends on student employees to fill a variety of roles. The hiring process for student employment positions depends on the position and will be described in the following section. Common student employment positions include

- Teaching assistant - assists instructor with all aspects of course management
- Grader - Assists faculty member with evaluating student performance and maintaining accurate records for grading
- Tutors and peer coaches - provides academic peer-to-peer student support
- Research assistant - assists faculty member with aspects of research
- Graduate research assistant - PhD student who is carrying out research, normally as part of pre-doctoral training
- Office assistant - Assists staff with daily responsibilities for a department, unit, or center

The Provost Office provides guidance regarding the number of hours students can work based on their registered designation, as follows

1. All full-time students may work no more than 1,500 hours in University employment during a fiscal year.
2. Undergraduate and all Part-Time students should not work more than 20 hours per week while attending classes and should not work more than 40 hours per week during official University break periods, such as Intersessions, spring break, and summer
3. Full-Time graduate students should not work more than 20 hours per week during any academic period and not more than 40 hours per week during official University break periods or during an academic period in which a student is not classified as full-time.
4. Faculty and staff cannot be paid as student employees.
5. International students must adhere to limitations and requirements based on immigration status and authorization from the International Students and Scholars Office (ISSO).

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2. Hiring forms

Before hiring a student for employment, all necessary paperwork must be completed to assure eligibility and compliance. It is mandatory for students to complete federal forms I-9 and W-4 as well as the University's Conflict of Interest and FERPA agreements. Students involved in research must review and sign the University's Intellectual Patent Policy agreement.

Completing the I-9

The I-9 form verifies the identity and eligibility of an employee. Students who have never worked at Boston University need to complete the electronic I-9 form. A supervisor or payroll coordinator can verify if a student has completed the I-9 as follows

1. Enter the student's UID and current semester and year in the Student Employee Information section of the Business Link.
2. If the student record appears, the I-9 is on file at the identified I-9 mail code.
3. If the I-9 mail code is PRBlg or an error message "not found on the Student Employment file" appears, the student needs to complete an I-9.

The I-9 form must be completed prior to or on the first day of employment. The I-9 form contains two sections that are completed using the University's I-9 electronic system.

Section 1

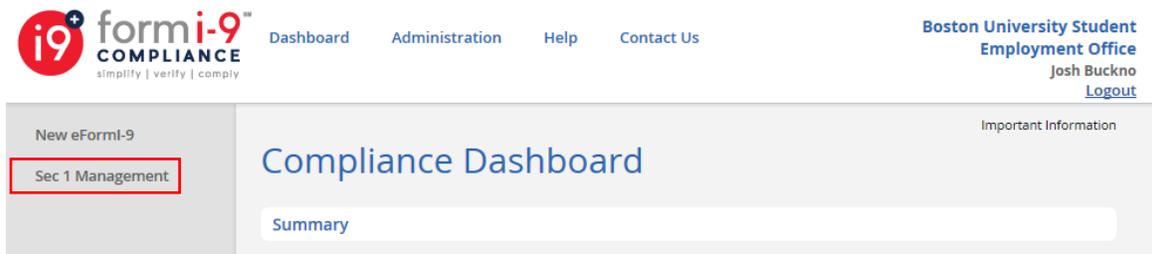
1. The student employee must complete I-9, Section 1 online through the SEO website.
2. Students are not required to fill out the Social Security Number, email address, or Telephone Number fields of the form.
3. International students who are eligible to work should complete the I-9, Section 1 and must complete Section 2 at the International Student and Scholars Office (ISSO).

TIP – Make sure the student fills out the I-9 form available on the Student Employment website, not the I-9 form available on the HR website.

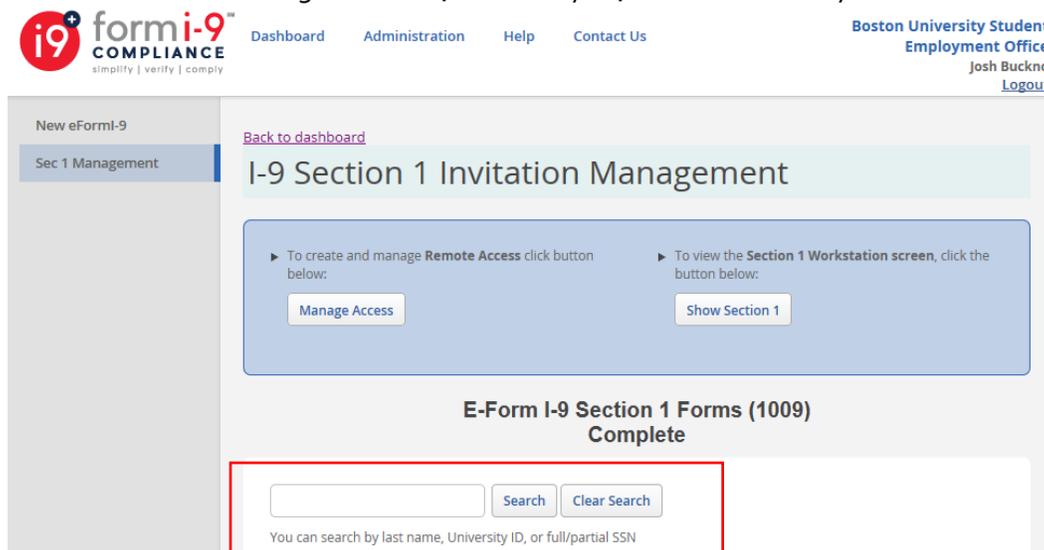
Payroll Process - Students

Section 2

1. The student must meet with the supervisor or payroll coordinator or visit the Student Employment office at 881 Commonwealth Avenue, 2nd floor to complete I-9, Section 2.
2. If the student meets with the supervisor or payroll coordinator, the authorized staff member can access the I-9 compliance portal to complete the section.
3. The student must be present and provide original identification documents that the staff member verifies within the form. The I-9 portal includes a list of all acceptable IDs; please note that students must provide only one item from List A or a combination of one item from each Lists B and C. The most common options for students include either
 - a. US Passport
 - b. BU ID and Social Security Card
 - c. BU ID and Birth Certificate
4. The authorized staff member can enter the I-9 approval system from the SEO website homepage under "Supervisors and Payroll Coordinators."
5. The system will prompt the user for a username and Kerberos password.
6. Choose the "Sec 1 Management" link on the dashboard



7. Search for the student using last name, University ID, or Social Security Number.



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8. Choose the form icon next to the student's name.

Name	eForm I-9	Entry Method	Status	Company ID	University ID	EmployeeID	SSN	Enter Date ▾	Type	Delete
		Employee	Complete	BUSEO	BUI9		1819	4/23/2018	S-1	

9. The window will display the complete form with the information the student completed in Section 1.

10. Scroll down to Section 2.

11. Select the dropdown menu next to Document Title. Select the options based on the documentation the student provides - US Passport, US Passport Card, or List B and C Documents. If List B and C Documents is chosen, dropdown menus will appear in the appropriate columns, so you may choose the specific documents the student has provided. If the student presents a Terrier Card as a form of identification, select "Private Institution" from the Issuing Authority drop down menu in column B or C.

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Section 2. Employer or Authorized Representative Review and Verification				
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>				
Employee Info from Section 1 ?	Last Name (Family Name) ?	First Name (Given Name) ?	M.I. ?	Citizenship/Immigration Status ?
List A Identity and Employment Authorization Special Rules Document Samples		OR	List B Identity Special Rules	AND List C Employment Authorization Special Rules
Document Title: ?	<div style="border: 1px solid black; padding: 2px;"> -- Select a Document -- List B and C Documents U.S. Passport U.S. Passport Card Receipt: U.S. Passport Receipt: U.S. Passport Card </div>			
Issuing Authority: ?				
Document Number: ?				
Expiration Date (if any)(mm/dd/yyyy): ?				
Document Title: ?				
Issuing Authority: ?				
Document Number: ?				
Expiration Date (if any)(mm/dd/yyyy): ?				
Document Title: ?				
Issuing Authority: ?				
Document Number: ?				
Expiration Date (if any)(mm/dd/yyyy): ?				
		<div style="border: 1px solid black; padding: 5px;"> <p>Additional Information ?</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> QR Code - Section 2 & 3 Do Not Write in This Space </div> </div>		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

12. The fields that need to be completed will be highlighted once the type of documentation is selected.
13. Complete the highlighted fields with the information on the student's ID documentation.
14. Proceed to the Certification Section at the bottom of Section 2.

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The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative [?] <input type="checkbox"/> Signature Validation	Today's Date (mm/dd/yyyy): [?] 04/23/2018	Title of Employer or Authorized Representative [?] <input type="text"/>
Last Name of Employer or Authorized Representative [?] <input type="text"/>	First Name of Employer or Authorized Representative [?] <input type="text"/>	Employer's Business or Organization Name [?] Boston University Student Employme
Employer's Business or Organization Address (Street Number and Name) [?] <input type="text"/>	City or Town [?] <input type="text"/>	State [?] - Select ▼
		ZIP Code [?] <input type="text"/>

15. Input the following
 - a. Student's first day of employment, mm/dd/yyyy.
 - b. Enter your job title.
 - c. Enter your last name.
 - d. Enter your first name.
 - e. Automatically populated with "Boston University Student Employment Office"
 - f. Enter 715 Albany Street for the Talbot Building or 801 Mass Ave. for the Crosstown Center Building.
 - g. Enter "Boston, MA 02218" for City, State, and Zip Code.

16. Check the "Signature Validation" box to complete the Instant Signature.

Section 2 Employer Signature - Instant Signature x

To E-Sign: Confirm name is correct, select and answer security question, then click 'E-Sign Document'.

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name	MI	Last Name
<input type="text" value="Your First Name"/>	<input type="text"/>	<input type="text" value="Your Last Name"/>
<input type="text" value="What is your mother's name?"/>		<input type="text"/>

[Hide content](#)

When the 'E-Sign Document' button below is clicked, the person named above acknowledges, agrees and attests that they (1) have reviewed and confirmed that the information in the Section and signature block referenced above is true and correct, (2) are the person named in that Section of the document, (3) freely intend to create and are adopting as their own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as their handwritten signature; and (4) understand that they may refuse to sign this document electronically by selecting the 'Withdraw Consent' button below but

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17. Enter your name.
18. Select a security question.
19. Enter your answer.
20. Click on "E-sign Document."
21. A prompt will notify you that the process is complete and the form can be closed.

TIP – Once an I-9 is completed and on record, it is valid for three years, as long as the identification documents provided by the student do not expire during that time.

Completing the W-4

The Federal W-4 form must be completed by students who have never worked at Boston University. Students can complete the form at the Student Employment Office or submit the form to their supervisor.

1. If the supervisor receives the W-4, the form should be placed in a sealed envelope and immediately sent to the Student Employment Office.
2. Departments should not retain the original or copies of the W-4 form.

TIP – Supervisors or payroll coordinators should not give students tax advice or tell them how to complete the W-4. It is suggested that students discuss questions about tax implications with their parent or guardian.

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Additional hiring paperwork

The following forms will need to be completed by the student employee and completed forms should be stored within the hiring department. Boston University Student Employment Office does not require a copy of these forms.

1. FERPA (Family Educational Rights and Privacy Act) – All student employees must review and sign the FERPA Non-Disclosure Agreement. FERPA is a federal law that guarantees the confidentiality of student records and general information.
2. Confidentiality Policy – All student employees must review and sign the University’s Student Employment Confidentiality Policy. Students must agree to respect the confidentiality of work-related and student record information outlined in the policy.
3. IPP (Intellectual Property Policy) – Any student involved in University-supported research must read Boston University’s patent policy and sign the agreement form.



Helpful Links

[BU SEO Instructions for Completing the Student Employee I-9 Form](#)

[Student Employment Key Points for Completing Form I-9](#)

[Intellectual Property Policy](#)

[FERPA](#)

[Confidentiality Policy](#)

[Student Employment – Required Paperwork](#)

Payroll Process – Students

3. Types of student employment

Teaching assistants and graders

Teaching Assistants assist instructors with all aspects of course management, which includes attending all class lectures, preparing course materials, and holding weekly office hours and/or review sessions. Graders assist instructors with evaluating student performance and maintaining accurate records for grading.

All Masters and Doctoral students are eligible to serve as teaching assistants (TA) or graders. The Education Office at SPH approves the allocation of TAs and graders for courses, and academic departments must send a list of students nominated to work as teaching assistants or graders (for both core and elective courses) to the Education Office. The Education Office then forwards this information to SPH Central Finance who processes the students in the Student Employment portal of the BU Business Link.

TIP – All Master and Doctoral students serving as teaching assistants or graders are hired by the SPH Central Finance Office.

Tutors and peer coaches

The Graduate Student Life Office at SPH offers free peer tutoring and coaching to MPH program students. The core course tutoring program is a free peer tutoring program for MPH students who may require assistance to meet the minimum grade required (B-) in the MPH core courses.

Peer coaches assist MPH program students in strengthening their public health writing skills and presentation skills. SPH Central Finance processes tutors and peer coaches in the Student Employment portal of the BU Business Link.

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Research assistants

Research Assistants engage in research activities with a faculty member and are hired within the faculty member's department. Non-PhD students are eligible to serve as research assistants.

TIP – Research Assistants should be paid with funds from a grant or discretionary account and not from the department's unrestricted account.

Faculty members should identify their needs and budget appropriately before hiring a student research assistant. The Department where the faculty member resides is responsible for hiring the research assistant through the Student Employment website.

Please follow these steps to hire research assistants through BU's Business Link portal

1. Log in to the Business Link and select the Student Employment option.
2. Under "Hiring Process Functions," click New Hire/Rehire.
3. Complete the initial fields - type of employment (departmental), student ID number, semester, and action (select "new hire" if this is a brand new job for this individual student in your department; select "rehire" if the student worked this same job for you during a previous semester and is returning to work for the current semester).
4. Click submit.

Boston University Business Link Student Employment

STUDENT EMPLOYMENT NEW HIRE/REHIRE
FILL IN JOB GRADE AND JOB CODE FOR NEW HIRE OR JOB NUMBER FOR REHIRE

Type of Employment: Departmental Work Study

Student Id: **Student Name:**

Semester: **Year:** **Action:** New Hire Rehire

Payroll Process - Students

5. Complete the following in section one
 - a. Job grade - 5 (indicates job is paid at an hourly rate)
 - b. Job code - 55 (designated code for research assistant jobs)
 - c. Start/end dates - Use actual dates student is expected to work
 - d. Number of hours worked per week - The number of hours per week depends on the needs of the faculty member and the student's commitment to other student employment jobs. It is best practice to enter the most accurate estimate of the hours expected to comply with University policy regarding student employment work restrictions.
6. Click submit.

SECTION ONE

Social Security Number:

I9 Mail Code for New Employee: SEMI9

Date I9 Completed: 18/ 02/ 07
yy mm dd

Job Grade: **Job Code:** **- OR - Enter Job Number For Rehire only:**

Job Code Reference:

RESEARCH/TEACHING/TUTORS RESEARCH ASSISTANT

Employment Duration:

	Start Date			End Date			
Semester Hourly Start Date:	18/01/15	<input type="text" value="18"/>	<input type="text" value="04"/>	<input type="text" value="02"/>	<input type="text" value="18"/>	<input type="text" value="05"/>	<input type="text" value="20"/>
Semester Wk-Salary Start Date:	18/01/01	<i>yy</i>	<i>mm</i>	<i>dd</i>	<i>yy</i>	<i>mm</i>	<i>dd</i>

Number of Hours Worked Per Week: **Number of Weeks During Employment:** 7

Visa Type:

Entry Date:
yy mm dd

Work Expire Date:
yy mm dd

Payroll Process - Students

7. Complete the following in section two
 - a. Unit, department, source - the Legacy code for a Department's SAP Cost Center or Internal Order. The SAP crosswalk tool can be used to find the unit, department, and source code.
 - b. Object - 0908
 - c. Mail Code, Check Destination, Intellectual Property Policy (IPP) - Use the appropriate Department mail code and check destination. A table of codes can be found at the end of the section. IPP mail code must entered for research positions. Students should complete a new IPP when working as a research assistant in a new department.
 - d. Supervisor - It is best practice for the faculty member to be the primary supervisor and the department administrator to be the secondary supervisor.
 - e. Hourly rate - Complete as appropriate.
8. Hit submit.

SECTION TWO

Click on to access SAP/legacy Crosswalk information.

Unit	Department	Object	Source	Mail Code	Check Destination	IPP Mail Code
044	040	0908	12345	SPH12	SPH12	SPH12

Click on to identify supervisor for hourly paid employees only.

Select Supervisor:

Hourly Rate \$:

Weekly Salary \$:

One Time Payment \$:

Input Tax Form: Yes No

Mail Code Reference:

9. Review all information entered and ensure that it is correct, then click update at the top.
10. The student job record is now created, but not approved (and therefore not available for payment).
11. To approve the job, go to the main Student Employment page, click Approve/Review/Delete, and enter the job's mail code. Check off the job and click approve.
 - a. Hourly-paid jobs are now available for the student to see and enter a timesheet.
 - b. Weekly-salaried jobs and one-time payments are now ready for processing in the next payroll run.

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Graduate research assistants

Graduate Research Assistants (GRA's) are PhD students engaging in research activities with a faculty member that is a critical part of their pre-doctoral training. Funding for graduate research assistants can come from research grants, such as Ro1, but not T-32 grants. GRA's should be processed within Student Employment by the appropriate department administrator. Please note that only stipend payments are processed through Student Employment (not stipend tuition, health insurance, and fees).

GRA's work 20 hours per week and may not work any other student employment jobs, with the exception that they may work as a teaching assistant once per year. Please note that international students may not work more than 20 hours per week during academic periods, per University policy.

Please follow these steps to hire graduate research assistants through BU's Business Link portal

1. Log in to the Business Link and select the Student Employment option.
2. Under "Hiring Process Functions," click New Hire/Rehire.
3. Complete the initial fields - type of employment (departmental), student ID number, semester, and action (new hire).
4. Click submit.

Boston University Business Link Student Employment

STUDENT EMPLOYMENT NEW HIRE/REHIRE
FILL IN JOB GRADE AND JOB CODE FOR NEW HIRE OR JOB NUMBER FOR REHIRE

Type of Employment: Departmental Work Study

Student Id: **Student Name:**

Semester: **Year:** **Action:** New Hire Rehire

Payroll Process - Students

5. Complete the following in section one
 - a. Job grade - o (indicates job is paid a weekly salary)
 - b. Job code - RF (designated code for GRA jobs)
 - c. Start/end dates - Use the start and end dates of the current semester
 - d. Number of hours worked per week - 20
6. Click submit.

SECTION ONE

Social Security Number:

I9 Mail Code for New Employee: SEM09

Date I9 Completed: 14/ 01/ 14
yy mm dd

Job Grade: **Job Code:** **- OR - Enter Job Number For Rehire only:**

Job Code Reference:

GRADUATE RESEARCH FELLOW-PH.D.

Employment Duration:

	Start Date			End Date		
Semester Hourly Start Date:	18	01	01	18	04	29
Semester Wk-Salary Start Date:	18/01/01	<i>yy mm dd</i>		18/04/29	<i>yy mm dd</i>	

Number of Hours Worked Per Week: **Number of Weeks During Employment:**

Visa Type:

Entry Date:
yy mm dd

Work Expire Date:
yy mm dd

Payroll Process - Students

7. Complete the following in section two
 - a. Unit, department, source - the Legacy code for a Department's SAP Cost Center or Internal Order. The SAP crosswalk tool can be used to find the unit, department, source code.
 - b. Object - 0902
 - c. Mail Code, Check Destination, IPP - Use the appropriate Department mail code and check destination. A table of codes can be found at the end of the section. IPP must be entered for research positions. Students should complete a new IPP when working as a research assistant in a new department.
 - d. Weekly salary - Complete as appropriate
8. Click submit.

SECTION TWO

Click on to access SAP/legacy Crosswalk information.

Unit	Department	Object	Source	Mail Code	Check Destination	IPP Mail Code
044	041	0902	J1635	SPH13	SPH13	SPH13

Click on to identify supervisor for hourly paid employees only.

Select Supervisor:

Hourly Rate \$:

Weekly Salary \$:

One Time Payment \$:

Input Tax Form: Yes No Mail Code Reference:

9. Review all information entered and ensure that it is correct, then click update at the top.
10. The student job record is now created, but not approved (and therefore not available for payment).
11. To approve the job, go to the main Student Employment page, click Approve/Review/Delete, and enter the job's mail code. Check off the job and click approve.
 - a. Hourly-paid jobs are now available for the student to see and enter a timesheet.
 - b. Weekly-salaried jobs and one-time payments are now ready for processing in the next payroll run.

Payroll Process - Students

Office assistants

Office Assistants provide administrative support to central and academic departments. Department Directors or Administrators should identify their needs and budget appropriately before hiring a student office assistant. The Department Administrators are responsible for hiring office assistants for academic departments. Office assistants for central departments will be hired by SPH Central Finance.

Please follow these steps to hire office assistants through BU's Business Link portal

1. Log in to the Business Link and select the Student Employment option.
2. Under "Hiring Process Functions," click New Hire/Rehire.
3. Complete the initial fields - type of employment (departmental), student ID number, semester, and action (new hire).
4. Click submit.

Boston University Business Link Student Employment

STUDENT EMPLOYMENT NEW HIRE/REHIRE
FILL IN JOB GRADE AND JOB CODE FOR NEW HIRE OR JOB NUMBER FOR REHIRE

Type of Employment: Departmental Work Study
Student Id: **Student Name:**
Semester: **Year:** **Action:** New Hire Rehire

Payroll Process - Students

- 5. Complete the following in section one -
 - a. Job grade - 5 (indicates job is paid at an hourly rate)
 - b. Job code - 02 (designated code for office assistant jobs)
 - c. Start/end dates - Use actual dates student is expected to work
 - d. Number of hours worked per week - The number of hours per week depends on the needs of the department and the student's commitment to other student employment jobs. It is best practice to enter the most accurate estimate of the hours expected to comply with University policy regarding student employment work restrictions.
- 6. Click submit.

SECTION ONE

Social Security Number:

I9 Mail Code for New Employee: SEMI9

Date I9 Completed: 18/ 02/ 07
yy mm dd

Job Grade: **Job Code:** - OR - Enter Job Number For Rehire only:

Job Code Reference:

Employment Duration:

	Start Date			End Date			
Semester Hourly Start Date:	18/01/15	<input type="text" value="18"/>	<input type="text" value="04"/>	<input type="text" value="02"/>	<input type="text" value="18"/>	<input type="text" value="05"/>	<input type="text" value="20"/>
Semester Wk-Salary Start Date:	18/01/01	<i>yy</i>	<i>mm</i>	<i>dd</i>	<i>yy</i>	<i>mm</i>	<i>dd</i>

Number of Hours Worked Per Week: **Number of Weeks During Employment:** 7

Visa Type:

Entry Date:
yy mm dd

Work Expire Date:
yy mm dd

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7. Complete the following in section two -
 - a. Unit, department, source - the Legacy code for a Department's SAP Cost Center or Internal Order. The SAP crosswalk tool can be used to find the unit, department, source code.
 - b. Object - 0908
 - c. Mail Code, Check Destination, IPP - Use the appropriate Department mail code and check destination. A table of codes can be found at the end of the section. The IPP box can be left blank as it is not necessary for the position.
 - d. Supervisor - Either the Department Administrator or the Director. It is best practice for the most immediate supervisor to be the primary approver.
 - e. Hourly rate - Complete as appropriate
8. Click submit.

SECTION TWO

Click on to access SAP/legacy Crosswalk information.

Unit	Department	Object	Source	Mail Code	Check Destination	IPP Mail Code
<input type="text" value="044"/>	<input type="text" value="055"/>	<input type="text" value="0908"/>	<input type="text"/>	<input type="text" value="SPH12"/>	<input type="text" value="SPH12"/>	<input type="text"/>

Click on to identify supervisor for hourly paid employees only.

Select Supervisor: ▼

Hourly Rate \$:

Weekly Salary \$:

One Time Payment \$:

Input Tax Form: Yes No Mail Code Reference: ▼

9. Review all information entered and ensure that it is correct, then click update at the top.
10. The student job record is now created, but not approved (and therefore not available for payment).
11. To approve the job, go to the main Student Employment page, click Approve/Review/Delete, and enter the job's mail code. Check off the job and click approve.
 - a. Hourly-paid jobs are now available for the student to see and enter a timesheet.
 - b. Weekly-salaried jobs and one-time payments are now ready for processing in the next payroll run.

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One-time payments

One-time/peicemeal payments are used to pay students who work on a one-time basis, such as for a special project. This type of payment may only be used to pay a student for work completed over a one-week duration. If a student is working for more than one week, they need to be set up with an hourly paid or weekly-salaried job. Please note that international students cannot be paid one-time payments except during break periods (intersession, spring break, summer).

Please follow these steps to process one-time payments through BU's Business Link portal

1. Log in to the Business Link and select the Student Employment option.
2. Under "Hiring Process Functions," click New Hire/Rehire.
3. Complete the initial fields - type of employment (departmental), student ID number, semester, and action (new hire).
4. Click submit.

Boston University Business Link Student Employment

STUDENT EMPLOYMENT NEW HIRE/REHIRE
FILL IN JOB GRADE AND JOB CODE FOR NEW HIRE OR JOB NUMBER FOR REHIRE

Type of Employment: Departmental Work Study
Student Id: **Student Name:**
Semester: **Year:** **Action:** New Hire Rehire

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5. Complete the following in section one
 - a. Job grade - 9 (indicates job is a one-time payment)
 - b. Job code - Use appropriate job code based on nature of work
 - c. Start/end dates - Use actual dates student is expected to work (this must be only one week in duration)
 - d. Number of hours worked per week - Use actual hours student is expected to work
 - e. Note that after hitting submit in section one, the job number field will automatically populate.
6. Click submit.

SECTION ONE

Social Security Number:

I9 Mail Code for New Employee: SEMI9

Date I9 Completed: 18/ 02/ 07
yy mm dd

Job Grade: **Job Code:** **- OR - Enter Job Number For Rehire only:**

Job Code Reference:

Employment Duration:

	Start Date			End Date			
Semester Hourly Start Date:	18/01/15	<input type="text" value="18"/>	<input type="text" value="04"/>	<input type="text" value="09"/>	<input type="text" value="18"/>	<input type="text" value="04"/>	<input type="text" value="15"/>
Semester Wk-Salary Start Date:	18/01/01	<i>yy</i>	<i>mm</i>	<i>dd</i>	<i>yy</i>	<i>mm</i>	<i>dd</i>

Number of Hours Worked Per Week: **Number of Weeks During Employment:**

Visa Type:

Entry Date:
yy mm dd

Work Expire Date:
yy mm dd

Payroll Process - Students

- 7. Complete the following in section two
 - a. Unit, department, source - The Legacy code for a Department’s SAP Cost Center or Internal Order. The SAP crosswalk tool can be used to find the unit, department, source code.
 - b. Object - 0902
 - c. Mail code, check destination mail code - Mail codes where the job should be housed, where physical checks should be sent.
 - d. One Time Payment - Full amount the student is to be paid
 - e. Input Tax Form - Used to enter W-4 information for new student employees only. Does not need to be completed for existing students paid by Student Employment.
- 8. Click submit.

SECTION TWO

Click on to access SAP/legacy Crosswalk information.

Unit	Department	Object	Source	Mail Code	Check Destination	IPP Mail Code
<input type="text" value="044"/>	<input type="text" value="040"/>	<input type="text" value="0902"/>	<input type="text"/>	<input type="text" value="SPH12"/>	<input type="text" value="SPH12"/>	<input type="text"/>

Click on to identify supervisor for hourly paid employees only.

Select Supervisor:

Hourly Rate \$:

Weekly Salary \$:

One Time Payment \$:

Input Tax Form: Yes No

Mail Code Reference:

- 9. Review all information entered and ensure that it is correct, then click update at the top.
- 10. The student job record is now created, but not approved (and therefore not available for payment).
- 11. To approve the job, go to the main Student Employment page, click Approve/Review/Delete, and enter the job’s mail code. Check off the job and click approve.
 - a. Hourly-paid jobs are now available for the student to see and enter a timesheet.
 - b. Weekly-salaried jobs and one-time payments are now ready for processing in the next payroll run.

Payroll Process - Students

Mail codes for hiring students

Mail Code
SPH01-EPIDEMIOLOGY
SPH02-HEALTH LAW, POLICY & MANAGEMENT
SPH03-ENVIRONMENTAL HEALTH
SPH04-COMMUNITY HEALTH SCIENCES
SPH05-CENTER FOR HEALTH LAW
SPH07-GLOBAL HEALTH
SPH11-DATA COORD CTR/BEDAC
SPH12- CENTRAL ADMINISTRATION STUDENTS
SPH13-BIOSTATISTICS
SPH18-ACTIVIST LAB



Payroll Process - Students

4. Student payroll changes

Occasionally, changes must be made to a student's job during the semester, such as a change to pay rate, a change in the estimated number of hours worked, or a change to a student employee's salary distribution. These types of changes can be made by Department Administrators or the Central Finance office in the Student Employment section of the Business Link.

Changes in pay rate

Pay rate changes are primarily used for hourly paid and weekly-salaried students. Pay rate changes will be effective for the current payroll period; retroactive pay rate changes cannot be made in the Student Payroll system. Pay rate changes for one-time payments can only be done before the payment is made.

For hourly paid students, pay rates are typically changed to give the student a merit increase or reflect additional responsibilities added to the job.

For weekly-salaried students, pay rate changes may be linked to a change in responsibilities or a change in the number of hours per week. Note that changing the pay rate does not change the estimated hours worked per week. If the pay rate for a weekly-salaried job is decreased, make sure that the student does not go below minimum wage by dividing the new weekly salary by the estimated hours per week.

The following steps detail a change in pay rate for a student employee. For step-by-step instructions with screenshots, please visit [Student Employment Pay Rate Change Instructions](#).

1. Log in to the Business Link and select the Student Employment option.
2. Under "Job Maintenance Functions," select Pay Rate Change.
3. Enter student ID number, semester, last two digits of the year, and student job number.
4. Click submit and the student's name and current pay rate for the specified job will appear.
5. Enter the new pay rate. The WS Rate Change Reason Code dropdown menu only needs to be completed if you are changing the pay rate for a work-study job.
6. Click update and the new pay rate will display.
7. Once you click update, the record will be updated and the change will be reflected on the Student Employee Information screen, accessible from the main Student Employment portal page.

Payroll Process - Students

Changes to estimated hours per week

When a student job is created, the hiring manager must enter an estimated number of hours per week that they expect the student to work. If a student is regularly working a different number of hours per week than originally anticipated, their estimated hours per week for the job should be updated. Keeping an accurate record of estimated hours per week helps to ensure compliance with the University policy on student work hours.

Note that updating the estimated hours per week does not change an hourly paid student's timesheet, and it does not change the pay rate for weekly-salaried or one-time payment jobs.

The following steps detail a change in estimated hours per week for a student employee. For step-by-step instructions with screenshots, please visit [Student Employment Estimated Hours Change Instructions](#).

1. Log in to the Business Link and select the Student Employment option.
2. Under "Job Maintenance Functions," select Estimated Hours Per Week Change.
3. Enter student ID number, student job number, semester, and last two digits of the year.
4. Click submit and the student's name and current estimated hours per week will appear.
5. Enter the new estimated hours per week.
6. Click update and the new estimated hours per week will display.
7. Once you click update, the record will be updated and the change will be reflected on the Student Employee Information screen, accessible from the main Student Employment portal page.

Payroll Process - Students

Changes to distribution

Distribution changes effective for current week student employee payments are made in the Student Employment portal in the Business Link. Retroactive distribution changes for student employees are made using the Student Salary Distribution Adjustment Form, which is submitted to the Student Employment Office or Post Award Financial Operations (if adjustment is related to a sponsored program).

Please note that each student job may only have one source of funding. If a student employee needs to be paid from multiple sources, they will need to have one job created for each funding source. This is not recommended and should be discussed with SPH Central Finance prior to processing student employees who are funded by more than one source for the same job.

The following steps detail a change in student salary distribution effective for the current week. For step-by-step instructions with screenshots, please visit [Student Salary Distribution Changes \(current week\)](#).

1. Log in to the Business Link and select the Student Employment option.
2. Under "Job Maintenance Functions," select Distribution Change (Budget Line).
3. Enter student ID number, semester, last two digits of the year, and student job number.
4. Click submit and the student's name and current distribution will appear.
5. Enter the new distribution. Note that you may only enter unit/department codes for which you have authorization.
6. Click submit and review the new information for accuracy.
7. Click update and the new distribution will display under the "current" section.
8. Once you click update, the record will be updated and the change will be reflected on the Student Employee Information screen, accessible from the main Student Employment portal page.



Payroll Process - Students

The following steps detail a retroactive change in student salary distribution.

1. Access the Student Salary Distribution Adjustment Form from the Research Support Form Library (link provided below).
2. Open the form in Excel.
3. Enter student employee name, ID number, and student job number.
4. Complete section 1 regarding PAR information if the adjustment affects a Sponsored Program. Otherwise, skip to section 2.
5. Complete the Job Information and Earnings history, current distribution, and new distribution sections. The form provides instructions on how to access a student's Job Information and Earnings History in the Student Employment portal of the Business Link.
6. Print and sign the form once completed.
7. If the adjustment affects a sponsored program, email the form and attachments to Post Awards Financial Operations at effort@bu.edu.
8. If the adjustment is for BMC Sponsored or BU Non-Sponsored Programs, email the form and attachments to the Student Payroll Office at seo@bu.edu.

Helpful Links

[Student Employment Pay Rate Change Instructions](#)

[Student Employment Estimated Hours Change Instructions](#)

[Student Salary Distribution Changes \(current week\)](#)

[Student Salary Distribution Adjustment Request Form \(retroactive\)](#)

Payroll Process - Students

5. Hourly student timesheets

How to complete a timesheet

Hourly students must submit a timesheet each week in order to be paid. Timesheets are submitted online via the Employee Time Entry function under the work tab in the Student Link. A student may enter their hours for a given week from 12 -01 am on Monday through 11 -59 pm on Sunday in order to be paid on Friday. If a student forgets to enter hours during this time, their supervisor or payroll coordinator may enter the hours on the student's behalf up until 12 pm on Tuesday. Only hourly students complete timesheets; weekly salaried student employees do not need to complete timesheets. Students should consult with their immediate supervisor or department administrator to clarify whether they are hourly paid or weekly-salaried employees.

For step-by-step instructions with screenshots, please visit [Student Time Entry Process](#).

1. Login to the Student Link.
2. Click on the work tab.
3. Click on Employee Time Entry.
4. Click on your job title.
5. Enter the hours you worked each day using the drop down menus.
6. Click "Calculate Hours" to ensure your total number of hours worked is correct.
7. Click save to save your hours.
8. After all hours have been entered for the week, click "submit to supervisor" to send your timesheet to your manager for approval.

Payroll Process - Students

How managers approve student timesheets

Managers are required to review and approve student employee timesheets on a weekly basis through the Supervisor Approval of Student Time Entry function, accessible through both the Business Link and the Faculty Link. Managers must approve student employee timesheets by 12 pm on Tuesday in order for the student employee to be paid on Friday.

For step-by-step instructions with screenshots, please visit [Supervisor Approval of Student Time Entry- Faculty Link](#).

1. Login to Supervisor Approval of Student Time Entry via the Business Link or the Faculty Link. You will see the names of all your direct reports for the current payroll week. To view past payroll weeks, select a different Sunday date from the Week End Date dropdown menu at the top of the screen.
2. To review and approve hours, click on the check box to the left of the student name(s) and click view/approve. This will show you a detailed breakdown of the days and hours the student employee worked during the payroll week.
3. If the hours are correct, click approve to approve the timesheet. When you return to the Supervisor Approval of Student Time Entry screen, you will now see a date stamp in the Supervisor Approved column, indicating that the timesheet was successfully approved.
4. If the hours are not correct, click next to skip approving the timesheet for now. Return to the Supervisor Approval of Student Time Entry screen and click directly on the student's name to change their timesheet. Use the dropdown menus to add or change hours as appropriate. After the changes are complete, click Recalculate to confirm the total number of hours worked. Enter a description of the change you made in the "Notes for the auditor" box, which is required when managers edit a student employee timesheet. When this is complete, click continue and then approve to approve the timesheet.

Helpful Links

[Student Time Entry Process](#)

[Supervisor Approval of Student Time Entry- Business Link](#)

[Supervisor Approval of Student Time Entry- Faculty Link](#)

Payroll Process - Students

6. Setting up direct deposit

Student employees are encouraged to set up a direct deposit account for their paycheck. This can easily be done by accessing Employee Self-Service through BUWorks. Once students have set up direct deposit, they will be able to view their salary statement online. On their designated payday, student employees will receive an email providing notification that they have been paid.

New student employees will be able to set up direct deposit once their record has been established in SAP. This will typically be on the Thursday after the student has been hired into the Student Payroll system. Please note that a student is required to have a Social Security Number in order to set up direct deposit.

Hourly and weekly-salaried student employees are paid every Friday. One-time payments are made on the Friday following the week worked.

Should there be a discrepancy with a student employee's paycheck, please contact the academic or central department administrator.

Helpful Links

[BUworks](#)

[Student Employment - How to set up direct deposit](#)

[ISSO - Applying for a Social Security Number](#)