**Weekly-Salaried Semester Schedule**

The Academic Year for student employees paid as weekly-salaried employees runs from September 3, 2012 through April 28, 2013. Payments for week ending April 28 will be issued on Friday, May 3, 2013.

- Students who are graduating on May 19 are not eligible to receive weekly-salaried payments as a student employee after April 28, 2013.
- Students who are graduating are still eligible to be paid either hourly or via a piecemeal payment through May 19, 2013. These payments are considered academic year payments.

The Summer for weekly-salaried employees begins on Monday, April 29 and runs through September 1, 2013. All weekly-salaried payments issued throughout the summer program (beginning Monday, April 29) will be subject to the Summer FICA rule.

**Summer Hiring Criteria**

**Registration Status**

- Students who are United States citizens or permanent residents and who have a Fall Semester Registration Status of “Eligible to Register” may work during the summer.
- International students who have a Fall Semester Registration Status of “Registration Processed” may work during the summer.

Any student taking summer classes, who has no Registration Status for the Fall Semester, may work during the summer with the following stipulations:

- Students registered in Summer 1 only may work only in Summer 1.
- Students registered in both Summer 1 and Summer 2 or in Summer 2 only, may work for the entire summer.

Students working on an incomplete to finish a graduation requirement are not considered enrolled and cannot be paid as student employees.

**Work-Study Funding**

Sequestration should not significantly impact the Federal Work-Study program for the 2014 fiscal year. Our Federal Work-Study award for fiscal year 2014 is only slightly less than the fiscal year 2013. The Office of Financial Assistance plans on awarding approximately the same number of students for the 2013-14 academic year as they awarded for 2012-13. The average award amount will be between $2,000 and $2,500.

**I-9 Forms**

The USCIS published a new I-9 form during the month of March 2013. Please be sure when completing a student’s I-9 that you are using the correct form. We can no longer accept I-9s which are completed on the form with an August 2012 expiration date. Any forms submitted after April 15 on the old form will be returned to be completed on the new form.

Remember that all I-9 forms for student employees completed in your department should be forwarded as soon as possible to the Student Payroll Office for processing and digital storage. The original forms must be forwarded. Student employees who do not have a valid I-9 form on file with the Student Payroll Office should NOT BE ALLOWED TO WORK.

For information on completing I-9s, please consult our website [www.bu.edu/seo/](http://www.bu.edu/seo/). We have a link to I-9 Central on the USCIS’ website which provides excellent guidance on completing I-9 forms.

**Work Hour Restrictions**

All hours restrictions for International, Law and Work-Study students will be waived starting Monday May, 6 through Sunday September, 1. Students may work in excess of 20 hours during this period.

All hours restrictions will resume on Monday, September 2.
Graduating Students

Congratulations to the Class of 2013! It is hard each year to say good bye, but we must. Your graduating students will be notified directly, via email, on the following information:

- Hourly paid students who will be continuing at Boston University in a staff position should submit all student hours to their supervisors by May 19 so they will receive their last student payment on Friday, May 24. Late submission of hours will cause a delay in being hired into their staff position.

- Students closing their bank account before leaving Boston should keep in mind when their last payment will be issued. If they expect a payment on Friday, May 24, they should not close their bank account until after final payment has been deposited. To deactivate direct deposit, students should complete a Direct Deposit Cancellation Form located on the SEO website.

- W-2s forms for 2013 will be mailed to a student’s home address taken from the Registrar’s system. Students wishing to have their W-2 mailed to a different address should send an email to stupayro@bu.edu with updated address information. International students should note that their W-2s and 1042S forms will be sent to their most recent local address so it is important they inform us of any address changes.

Salary Adjustments

A salary adjustment should be done when a student employee’s past earnings have been charged to an incorrect account.

Salary adjustments for student employees must be processed by Student Payroll; they cannot be completed in SAP by departments.

Student Employment and Post Award Financial Operations (PAFO) have developed the Student Salary Distribution Adjustment Request Form to be completed for these adjustments. This form is found on the website for the Office of the Senior Vice President and Chief Financial Officer and Treasurer. Please follow this link to access the right area: http://www.bu.edu/seo/payroll/forms/

When considering where to send the form, please review the funding sources to be debited or credited. If any of the distributions contains an Internal Order number ranging from 950... thru 959..., you must use the Sponsored Program Funding address. All other adjustments should be forwarded to Student Payroll for processing.

Should you have any questions with regard to Sponsored Program adjustments, please contact Post Award Financial Operations at (617) 353-4555 or, for non-sponsored adjustments, contact Student Payroll at (617) 353-3588.

IMPORTANT: Adjustments submitted using this form affect past payments only. You must change the distribution on a student’s job by using the Distribution Change function located on the Student Employment section of the Business Link to change the distribution for future payments. It is the responsibility of the department to make changes to a student’s job record as soon as a distribution change is identified.

As we approach the end of the academic year, quickly followed by the fiscal year end, please take the time now to review your student employment departmental charges be sure that they are correct. We are requesting that all fiscal year adjustments be submitted by June 7 to guarantee processing for the first fiscal year close.

Student Employees Becoming Casual or Staff Employees

In order to be hired as a casual 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 casual or staff position, you should send an email to stupayro@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.

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 before May 20 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 an international student to continue working without ISSO authorization will jeopardize the student’s visa standing.