

## FIRST TIME WORKING AT BOSTON UNIVERSITY?

1. **Please complete Section 1 of Form I-9** and other required forms electronically through your [JobX Portal](#). Once completed, please provide acceptable forms of identification in-person at **BU First Point (881 Commonwealth Avenue, 2nd Floor)**. Acceptable forms include passport, license, social security card, etc. For more examples, please review Form I-9. **International students will need to present Form I-20, Form I-94, and passport.** International students can find more information about applying for a social security number through ISSO's website: [bu.edu/isso/employmentinternships/social-security-cards](https://bu.edu/isso/employmentinternships/social-security-cards)
2. **Your first paycheck will be mailed to your local address on file.** Please check [MyBU Portal](#) to make sure your local address on file is correct. After receiving your first paycheck, you will be eligible to set up Direct Deposit through the Employee Self-Service tab. For more information, please visit [bu.edu/seu/students/pay/direct-deposit](https://bu.edu/seu/students/pay/direct-deposit).
3. **After your first payment, please complete Form W-4 for tax withholding.** To access Form W-4, log into [bu.edu/buworkscentral](https://bu.edu/buworkscentral) and select the Employee Self-Service tab. From there, you can select W-4 information and sign up for direct deposit. For questions or concerns, please email Nathaniel Taylor at [ntaylor@bu.edu](mailto:ntaylor@bu.edu).
4. **This form must be completed each semester, including summer sessions\*, for each paid position a graduate student holds in COM.** Students from other BU colleges must submit this form if they are working in a position in COM or with a COM professor. Only signed and completed forms will be processed by Graduate Affairs.

## BU GRADUATE WORKERS UNION (BUGWU)

If your assistantship position includes research, instructional, or teaching work, you will be included in the BU Graduate Workers Union. Under the terms of the Union agreement, bargaining unit members must either become a union member and pay dues or pay an agency fee to the union. Information about BUGWU and frequently asked questions can be found here: [bu.edu/provost/students/enrollment-student-life/bugwu-information/faqs/](https://bu.edu/provost/students/enrollment-student-life/bugwu-information/faqs/)

## SUBMISSION DEADLINE

This signed and completed form must be submitted to COM Graduate Affairs by 5:00 PM on the University's official last day to add a class in the semester in which you will hold this position. If a form is received after this date, a student's pay rate may be pro-rated based on the remaining weeks in each semester. **Once completed, please submit this form to Jackie Cummings at [jmcummin@bu.edu](mailto:jmcummin@bu.edu) or COM Rm 130.** Completed forms can also be submitted through your Department Administrator.

## WEEKLY MAXIMUM HOURS

Graduate students at BU are limited to a maximum of 20 hours per week of University employment. Generally, international students on an F-1 visa are limited to 20 hours per week, but international students should check with ISSO for specific regulations. Though a student may hold more than one assistantship in COM, the number of total weekly hours may not exceed 20 across all University employment.

## DURATION OF EMPLOYMENT

Unless noted otherwise, a signed assistantship contract covers the span of **one semester only**. Pay dates are set by the University's payroll office. A new assistantship contract

must be signed for work performed before the first day of class or after the last day of scheduled final exams in each semester. This includes winter intersession and summer sessions\*. Positions that fall outside of a normal semester must be approved by Graduate Affairs before the form is submitted, and dates of employment must be clearly noted on the form.

## ENTERING HOURS & TIMESHEETS

[Video guide](#) | [PDF guide](#)

Each week that you work, it is your responsibility to submit a timesheet to your supervisor, who will verify hours worked and then submit it to the departmental payroll coordinator, who then authorizes payment of wages. You will enter your hours via [Employee Self-Service](#). Entering your hours is a simple process and should be done each day that you work.

## EMPLOYMENT SEPARATION

If you resign from your position, separate from the University via withdrawal or leave of absence, or are terminated from your position, your assistantship and remaining pay end as well. Please visit the Student Employment Office website on what is expected from student employees, including giving advanced notice when you are unable to work a scheduled shift (and making up the hours); performing to the highest level of your ability; and being accountable for your job duties. Failure to follow through with your work assignments and show up for scheduled shifts will result in termination and discontinuation of payment: [bu.edu/seu/students/on-the-job](https://bu.edu/seu/students/on-the-job).

*\*Summer session graduate assistants who are Teaching Assistants will be hired through Summer Term, not COM, and their pay rates may differ. Also, please note that the summer term is shorter than the standard academic semester.*

# COM / Assistantship Guidelines & Contract

Name  BU ID#

Email  College of Registration (if not COM)

I am studying as a... Full-time Part-time U.S. Citizen/Permanent Resident International Student

(Note: Part-time students are not normally eligible for assistantships.)

Semester: FALL SPR SUM1\* SUM2\* Program/Dept: MC/AD/PR FTV JO EMS Admin

Do you work for another department at Boston University? No Yes If yes, how many hours per week

Faculty Supervisor  Email

Faculty Supervisor Signature  Date

Student Signature  Date

## TO BE COMPLETED BY FACULTY/STAFF SUPERVISOR OR DEPARTMENT CHAIR:

POSITION TYPE	RATE
Grader (does not hold discussion section and/or office hours)	\$20/hr
Graduate Assistant	

POSITION TYPE	RATE
Teaching Assistant (holds discussion section and/or office hours; meets with students)	\$22.65/hr
Research Assistant	

hrs/week  Course # (if applies)  Location(s) of assigned work area(s):

Brief description of position/job responsibilities:

Days/times when graduate worker's presence is required in assigned work area:

Mandatory employee meetings, training, or orientation for this position:

Health or safety hazards related to the work assignment (if applies):

**Graduate workers with teaching assignments** If known, any specific requirements for the course, including but not limited to any required or standard syllabus, textbook, or other instructional materials:

### SPECIAL CIRCUMSTANCES (if your position falls outside of the above grid, please complete this section)

Position  \$  /hr  hours per week

### FOR ADMINISTRATIVE PURPOSES ONLY:

Approved by Department Chair/Unit Head  Date

MC/AD/PR FTV JO EMS Admin Other Student Employment Work Study

Approved by Graduate Affairs  Date