



**Boston University School of Law**  
**Student Employee Questionnaire**

Please print the requested information below:

\_\_\_\_\_  
Name

U \_\_\_\_\_  
BU ID

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Phone Number

1. Are you a US citizen or green card holder?    \_\_\_\_ Yes    \_\_\_\_ No
2. Have you ever worked for the university before?    \_\_\_\_ Yes    \_\_\_\_ No  
If **YES**, where have you worked in the past? \_\_\_\_\_
3. What department or professor will you be working for? \_\_\_\_\_
  - a. Did the person that hired you tell you how much you will be making?  
\_\_\_\_ Yes    \_\_\_\_ No  
If **YES**, what was that amount (per hour)? \_\_\_\_\_
  - b. How many hours per week do you plan on working? \_\_\_\_\_
  - c. When will you start working? \_\_\_\_\_
4. Do you have work-study?    \_\_\_\_ Yes    \_\_\_\_ No

**Time Entry:** All students are responsible for submitting their time entry through STEP. Time entry is due each week by Thursday at 11:59pm. Hours for Friday through Sunday should be projected. If your hours are different than projected please alter your next week's hours accordingly. Failure to submit time entry on-time may result in late payment.

**Accurate Reporting Policy:** We expect that the hours you submit will be an accurate portrayal of the time that you work. Falsification of time is a violation of University policy.

**Notification of Professor:** All research assistants are required to email their professors the hours that they work each week. For instance, if you work 15 hours this week you would email your professor to let him or her know that you are working 15 hours.

**Please sign below, indicating that you have read and understand the above policies.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date