

Payroll Reminders for Student Employees

Boston University School of Law

Time Entry: Please submit your time entry via the StudentLink by **11:59pm every Thursday for the current week**. Every payroll week starts on a Monday and ends the following Sunday. Hours for Friday through Sunday should be projected. Please note that once your hours are submitted to your supervisor, the time entry can no longer be edited. If changes need to be made to submitted hours, please email lawpay@bu.edu with the specific adjustments that need to be made (dates, start time, end time).

Restriction of Hours: Under the University Policy on Student Work Hours, students should not work more than 20 hours per week during any academic period. During official University break periods, such as intersession and spring break, students may not work more than 40 hours per week. Students working more than one job at the University cannot exceed the hours for all jobs combined. Students may not exceed a total of 1500 hours of University employment from July 1 through June 30 each year.

Paystubs: Direct deposit is mandatory. Your first paycheck will automatically be live and can be picked up from the Student Employment Office at 881 Commonwealth Avenue, 2nd Floor. The office is open Monday-Friday from 9am-5pm. Student employees must present valid identification to get their checks. Once your first check has been issued, you will have access to sign up for direct deposit through the StudentLink.

Paydays: Student payroll payments are made every Friday. Payment is always one week behind; if you submit your time entry for the current week, you will be paid for those hours the following Friday.

Accurate Reporting: 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 students working as research assistants are required to email or communicate with their professors the hours that they work each week.

Taxes:

U.S. Citizens: Regular federal and state taxes will be withheld according to your W-4 and/or M-4 indications. FICA (Social Security and Medicare taxes) will be withheld over the summer from all students. If you are enrolled for a minimum of 6 credit hours over both summer semesters and do not work in excess of 39 hours per week you will be eligible to receive rebates of these FICA taxes in October.

International Students: International students are subject to both federal and state income taxes. Students from countries that have tax treaties with the United States may be eligible to exempt a portion of their earnings from taxes. To find details about tax treaties as well as general tax information, please refer to: <http://www.bu.edu/seo/students/taxes/taxes-international/>. FICA is automatically not withheld for international students who have been here less than 5 ½ years.

Questions should be directed to lawpay@bu.edu