

# Student Payroll News

October 7, 2019

## Time Entry Reminders

- ◆ It should be the responsibility of your student employees to enter their own hours on a weekly basis via the StudentLink. It is suggested that you make this part of their job requirements and hold them accountable when you need to enter their hours for them.
- ◆ Only supervisors and payroll coordinators can enter hours on a past week.
- ◆ Hours should be recorded in the appropriate week — when they were worked — **past hours should NOT be lumped together with current week hours on one time sheet.**
- ◆ **Supervisors should be approving their student hours no later than Monday at 5.**
- ◆ Payroll coordinators can email supervisors from the *PC View Approve Student Time Entry* function if they have not approved their students' time entry.
- ◆ **The final mail code approval by the payroll coordinator is due no later than noon on Tuesday.**
- ◆ Supervisors and payroll coordinators can email your student employees directly from the time entry function — so you can email them a reminder to enter their time whenever necessary!!
- ◆ Supervisors should be looking at the hours a student enters on their time sheet. When a supervisor approves a student's hours the supervisor is confirming that the student worked those hours, so they should not just routinely approve all hours. They must pay attention to what they are approving.
- ◆ If you are having trouble paying a student for a particular week please contact us right away. Do not wait. Under the Fair labor Standards Act and employee must be paid on the normal pay date for the period in which the work was performed. Withholding payment because you are having trouble with a grant or entering the hours puts the University at risk for potential fines and penalties.

## More Than One Supervisor Recommended for Student Employees

As the hiring process for the Fall 2019 semester continues into its second month, **it is important to take a minute and review the supervisor information for each job held by your hourly paid student employees.**

It is strongly recommended that you have more than one supervisor listed for jobs held by your hourly paid student employees. This will allow you to have a back-up in case the primary supervisor is out sick or on vacation. You may have up to five supervisors for student employment hourly paid jobs.

If you wish to add additional supervisors to jobs held by your student employees, you should use the appropriate *Add/Change Supervisor* function located in the Student Employment section of the Business Link.

Any person listed as a student's supervisor will have the ability to approve student employee hours using the *Supervisor Approval of Student Time Entry* function.

**IMPORTANT: Supervisors do not need Business Link access to be able to use the time entry approval function.** This function is available through the **Faculty Link**. Click on Other Resources (upper right hand corner of screen) and choose Student Employee Time Approval. This will bring the supervisor into the time entry approval screen, and will show all students listed under that supervisor.



## Student Sick Time



During the academic year most student employees will not be eligible to accrue earned sick time. However, student employees who accrued earned sick while working during the summer are eligible to use that sick time during the academic year in any job they hold. The instructions for paying sick time can be found on our website. Please note that all sick time will be paid out of departmental funds. Only students who are certified part-time will accrue earned sick time during the academic year. A report identifying those students currently eligible to use sick is currently available to payroll coordinator.

Detailed information for Payroll Coordinators regarding Earned Sick Time for student employees is outlined on our [website](#). The Earned Sick Time Procedures will give you information on:

- How to obtain access to view the weekly Sick Time report, which identifies any student entitled to sick time and the number of hours currently available.
- What students are eligible to receive earned sick time.
- What the criteria is to be followed in order for a student to be paid earned sick time.
- How to read the Sick Time report, which will be produced each Thursday, following the weekly payroll run.
- How to process a sick time payment via our one time payment process.

## Have Your Students Sign Up for Direct Deposit

As you know, direct deposit is the preferred way to be paid at Boston University. Please ask supervisors to encourage their students who do not already take advantage of this option to apply today. Students can apply through the StudentLink. **It is important to have students use either Google Chrome or Firefox when they are applying.** Students **should not be using Safari** to apply for direct deposit. From the StudentLink the student will be redirected from there to the BUWORKS Central Portal.

Direct deposit for returning students will continue without interruption.

**New students can apply for direct deposit after they receive their first pay check.**

**Students will be required to enroll in Duo**, the secure login tool, to apply for direct deposit. Students should be encouraged to do so, not only so they can apply for direct deposit, but so they can access their salary statements.

Students who report not being able to apply because they cannot access the Employee Self-Service tab on the BUWORKS Central portal should be directed to submit ticket to [ITHELP@bu.edu](mailto:ITHELP@bu.edu) indicating that they are not able to access Employee Self-Service. They should be sure to include their BUID number and to let them know that they have already received a paycheck..

## Picking Up Pay Checks

Did you know that some students haven't picked up their paychecks, which were issued back in September, from our office yet? Please ask your supervisors to remind their student workers (both hourly and weekly-salaried) that they are being paid for the work that they do!!! Payments are either through direct deposit, if they have signed up for it, or through a paper paycheck handed out at the FirstPoint Customer Service counter at 881 Commonwealth Avenue, 2<sup>nd</sup> floor. Paychecks are available every Friday for the previous weeks' work. Paychecks are valid for only 90 days, so students should pick them up in a timely fashion. Once a check is void, it will need to be reissued and the process will take approximately 4-6 weeks.

Note: Please also remind students that the first paycheck that most student workers receive is a paper check. They cannot access the BU Portal Employee Self-Service function or the direct deposit option until a record is established on our main payroll system (SAP), and this occurs only when hours worked have been submitted for payment.

## Equity, Diversity and Inclusion

In support of Enrollment Services and Student Administration's (ENSA) stated commitment to equity, diversity and inclusion, we are currently undertaking a comprehensive review of our website and distributed materials to be sure that the language is reflective of these values. This includes the elimination of the term freshman to be replaced by "first year student" and changing upperclassmen to "upper level students".



### Student Employee Job Descriptions



While it is not required for departments to submit job descriptions to our office, you must still have a job description for each job that you have students working in. These descriptions should be shared with the students who are employed in those jobs so there is a clear understanding of the on the job expectations.

When crafting a job description it is important to keep in mind that your description should be crafted so as not to discourage any one with the requisite skills from applying for the job. They should be free from discriminatory language of any kind. Boston University is an inclusive community and the job descriptions should reflect that.

Starting in the Fall semester we are undertaking review of all Work-Study jobs to look for opportunities to improve the inclusive language in the jobs. We will be notifying departments of any job description which we feel may need to be adjusted.

### Student Employees Becoming Temporary or Staff Employees



Graduated students who continue to work after graduation must be hired as a temporary or staff employee. Additionally, students who are on a leave of absence must be hired on a temporary/staff level if they are going to working while on leave. In order to be hired as a temporary 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 temporary or staff position, you should send an email to [seo@bu.edu](mailto:seo@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. Student Employment level terminations cannot occur until after the student has received their last student pay check.

Requests for Student Employee level terminations should not be emailed directly to Student Employment Office staff members. All requests should be emailed to the [seo@bu.edu](mailto:seo@bu.edu) email address. Emailing SEO staff directly slows down the processing of your request, as each request has to then be forwarded to [seo@bu.edu](mailto:seo@bu.edu) for preliminary screening and processing.

**International students must** consult with ISSO prior to continuing their employment at the University as a temporary 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.



## FERPA and Confidentiality Agreements



Students who might, at any time, access student information must read and sign the [FERPA Non-Disclosure Agreement](#), found on our website, which identifies the basic provisions of the law.

Student employees must understand that any student information they obtain on the job must remain in the workplace. Students must not, under any circumstances, release student information to anyone unless their position specifically requires them to do so. In addition, students may not acquire student records information that is not relevant to their jobs.

FERPA violations may result in disciplinary action, including, but not limited to, job termination and/or possible referral to Judicial Affairs.

Additionally, in some departments students may have access to sensitive information not pertaining to student records. Supervisors in these departments are strongly encouraged to have their student employees sign a [Student Employment Confidentiality Policy](#).

**Supervisors should keep signed FERPA and Confidentiality agreements on file within their department.**

## Need Training??

If you or someone in your department needs training on using the Student Employment functions on the Business Link, Form I-9 or other Student Employment related matters please register for one of the sessions at the links below. Training sessions can be done on a one-on-one basis or in a group. Trainings can be customized to meet your department needs.

For a one-on-one training session at SEO: <https://www.eventbrite.com/e/one-on-one-training-at-seo-881-comm-ave-2nd-floor-tickets-65469895219>

For a group training session at SEO: <https://www.eventbrite.com/e/group-training-at-seo-881-comm-ave-2nd-floor-tickets-69921764881>

## Quick Jobs

Quick jobs are short duration jobs which are one-time in nature and are a great way to fill a temporary need for a special project! Check out our website [seo@bu.edu](mailto:seo@bu.edu) for more information. Remember you can use Quick jobs for personal jobs as well such party or moving help. (Remember, when you hire a student for a personal Quick Job you will pay the student directly from your personal funds.)

