

Fall 2019

Student Payroll News

December 9, 2019 - Student Employment Office - visit our website www.bu.edu/seo

Minimum Wage Changes

As you are aware the minimum wage in the Commonwealth of Massachusetts will be increasing on January 1, 2020 to \$12.75 per hour. Student employee pay rates will be increased in order to comply with the new minimum wage standards. All rate changes will be made as part of the Fall 2019 to Spring 2020 roll over process. **Departments should not enter rate changes for their student employees.** The new wage scale is shown below. Students who are being paid \$15 or more also will not receive any increases at this time. It will be at the department's discretion to apply this increase. The rate increases will be effective with the payroll for the week ending January 5, 2020.

Grade 1 \$12.75

Grade 2 \$13.00

Grade 3 \$13.25

Grade 4 \$13.75

Grade 5 \$14.25

Monitoring Work-Study Awards

As the Fall semester draws to a close, it is important that you review the award balances of your Work-Study students. Work-Study funding for the 2019-2020 academic year has nearly been exhausted; therefore, there is a limited appeals process. On-campus supervisors can view Work-Study balance information on the [Business Link](#) under *Student Employee Information*. Work-Study [Earnings Charts](#) are provided to help supervisors and students establish weekly work schedules that enable students to work without exceeding their Maximum Earnings Levels. Students can find information regarding appeals on our website.

When a student's Work-Study award balance is reached, his/her job will be terminated automatically by the system. If you are able to pay the student out of departmental funds, you will need to hire the student into a departmental position once their award is reached. If a student exceeds his/her award in the middle of a pay week, it will not be necessary for the student to submit two time sheets for that week. The student's hours should be submitted on the Work-Study job. When the time sheet is processed, any amount over the student's Work-Study award amount will be charged automatically to departmental funds.

If you need additional help for the Spring semester, post your job in the Spring Work-Study Job Directory. The job directory will be available for students to view beginning [Thursday, January, 2](#). Remember, there will be fewer students looking for jobs in the Spring semester, so the earlier your job is posted, the better your odds of hiring a Work-Study student will be.

2019 Check Reversals

The end of the calendar year 2019 is upon us. So that taxes are adjusted appropriately, **please send any check reversals and student repayments to the Student Employment Office by December 17.** Repayment checks should be written out to the Trustees of Boston University. All reimbursements must be in check form; reimbursements through Zelle or Venmo are not accepted. Check reversals affecting pay dates after December 19 must be submitted promptly. ***Any check reversal affecting the 2019 tax year submitted after January 6, 2020 must be for the full gross of the payment.***



December Early Deadlines!

As you know December is a month of early deadlines. There will be two payrolls processed both this week and next week. Please be sure to review the deadline notice sent out Thursday morning to be sure you are establishing your departmental deadlines in line with our schedule.

Make sure that all the appropriate people in your department are receiving our emails. Anyone who received this email is on the list to receive our early deadline notices. If there is someone in your department who did not receive this email and should, please email seo@bu.edu in order to have them added to our mailing list. Be sure to include your mail code.

Please confirm with the people in your department who need this information that they received this newsletter. Do not go by the recipient list shown in the emails you receive, as the emails are sent in batches.

The holiday deadlines will be very tight, so it is important that we have correct contact information. Adhering to these deadlines is crucial, especially at this time of year, as no one wants a student's pay to be late during the holidays.

Student Employee Year End Tax Forms

Please encourage your student employees to **"Opt-In"** to receive their 2019 W-2 forms electronically. Student employees may opt-in through Employee Self Service from the BUWORKS Central Portal. If they "Opt In", they will not receive a paper copy. They can just print from the system. Since the majority of W-2 forms returned to the University as undeliverable are from student employees, it is important to try and get as many students as possible to select electronic W-2s as a way to reduce these numbers.

W-2 forms for domestic students who do not opt-in for electronic W-2 forms will be mailed to the home address that appears on the Student Link through the "Address and Phone" option under the Personal Tab. W-2 and 1042 S Forms for international students will be sent to the local address which appears on the Student Link.

International students who claimed a tax treaty during 2019, as well as any international student who had scholarship income in excess of tuition and fees, will be issued a 1042S form. **These forms will be mailed by the University Payroll Office during March 2020. International students who expect to receive both a 1042S and a W-2 should not file their tax return until they have received both forms.**

Students can change their address on file with the University Registrar by updating the address through the Student Link, or by notifying Student Employment.

Address changes submitted to the Student Employment Office should be sent in writing or via email to seo@bu.edu. Include your name, B.U.I.D. number and new address.

Tax Reminders

- ◆ The International Student and Scholars Office (ISSO) will once again be providing access to an electronic tax help provider for international students. ISSO will be sending out information on tax filing responsibilities to all international students in late February. This information will include information on how to access the online system.
- ◆ **Any US citizen or permanent resident who claimed exempt during 2019** and who wishes to continue that exempt status in 2019 must complete a 2020 W-4 form, via the StudentLink "Tax Information" option by February 5, 2020. Students who do not complete a new W-4 by February 5 will have taxes withheld at "0", Single. Affected students will be notified of this requirement by email during the first part of January.
- ◆ International students who claimed exempt via a tax treaty must complete new documentation in order to claim their treaty in 2019. These students will notified via email of the requirement to file for their tax treaty.
- ◆ **The IRS has significantly modified the W-4 for the 2020 tax year** (see 11/26/2019 from bupay@bu.edu for more details). As a result of this change, there will be some major changes to the way W-4s are processed for student employees. You will be notified later this month regarding these processing changes.

Fall 2019 to Spring 2020 Rollover

The Fall 2019 to Spring 2020 rollover will run on December 18. Any hourly or weekly-salaried job with an end date in the Spring semester will be automatically rolled into the Spring semester if:

- the student passes the enrollment test for the Spring semester
- for hourly paid jobs, the job has earnings in the Fall Semester
- a job was set up within the last 30 days in the Fall Semester

There will not be any subsequent rollovers. Any job hired after the rollover that spans the Fall and Spring semesters will need to be entered into both semesters.

Reminder: All rate changes necessitated by the minimum wage change will be made as part of the rollover process.

Any Rate or Distribution Changes and any Terminations entered after December 17, which impact both the Fall and Spring semesters, should be entered into both semesters.

You will be sent rollover reports when the rollover is run. It is your responsibility to monitor this report to ensure all the students you expect to be hired in to the Spring semester are rolled and that rates of pay are correct.

January Graduates

The last date that students who are graduating in January are eligible to work as hourly paid student employees is Sunday, January 19, 2020. The Spring semester begins on January 20, 2020. If you wish to hire a January graduate as a staff or temporary employee, you should submit an email to our office at seo@bu.edu and request us to terminate the student from student payroll level. Please note student employees cannot be terminated until their final student payment has been processed.



Hours Restrictions to be Lifted

The weekly hours restrictions for students employees will be lifted, according to the table below, through Sunday, January 19. Student employees will be able to work up to 40 hours during this period. Departments should keep in mind that no student employee will be allowed to exceed a total of 1,500 hours for the fiscal year.

Student Type	Date Lifted
Domestic	12/12/2019
International	12/16/2019*

*USCIS regulations require that international students be restricted to 20 hours per when classes are in session even for one day during the week.





Holiday Gift Giving

During the holiday season, we know many departments wish to provide small gifts to their student employees, in recognition of the work they have done. Please note when giving gifts to your student employees, you must comply with the Comptroller's Office [Policy on Gifts, Prizes and Awards to Employees](#). Remember, your student employees are considered employees of Boston University.

Payroll vs. Mother Nature

As we were reminded last week, Mother Nature can make winter in New England very interesting. Therefore, it is important to remember that as we deal with Mother Nature's whims during these winter months, the University will occasionally close due to inclement weather. If a closure occurs on a Monday or Tuesday, which are payroll processing days, the payroll will still be processed on schedule.

Access via the Business Link or the Faculty Link is available 24/7.

An important reminder: Student supervisors can access our [online Supervisor Approval](#) function to approve their student hours **from home**. If a supervisor uses their office number as their Duo contact number, **they can add a secondary number** of a cellphone or home number — but they will need to do that before a storm hits because they need to be using their primary phone to do so.

Remember, **the Faculty Link does not require a secondary sign on**. The Supervisor Approval function on the Faculty Link can be found under the "Other Resources" menu. As winter arrives with its' potential for snow storms, power outages, and weather-related closings, please **remind your supervisors that it is their responsibility to be sure their student's hours are approved by departmental deadlines, even if the University is closed. And that they can access their students' time sheets via the Faculty Link.**

Also, please note that preference in approvals done by Student Payroll staff on behalf of departments will always be for mail codes which have some supervisory approval of time entry already done.



Direct Deposit

The holidays are coming (way too fast) which means that students will be taking exams and making plans to go home.

Now is the time to encourage students to take advantage of direct deposit. Here are some reminders for your students:

1. They will likely receive a payment after they leave campus for intersession.
2. A weather closing on a Thursday or a Friday will impact pay check availability. A Thursday closure means checks will not be available until at least 1 P.M. on Friday. A Friday closure means checks will not be available until the first business day the University reopens.

Students can authorize direct deposit through the “Work” tab on the Student Link. (they should not use Safari). Clicking on “Direct Deposit Authorization” will take the student to BUWorks Central. From there, they would select the “Employee Self-Service” tab. They should select “Benefits and Pay”, and then “Direct Deposit”. The student will have to input routing and account numbers. **They must select the “Bank Transfer (ACH)” option from the Payment Method drop down tab.** They should review the information they have entered for accuracy, and then click save to finalize it. Also, students must remember that their account number is **not the number on their debit card or the pay check they receive from Boston University.** When students are paid on Friday, they should first check their account to see if the payment has gone through. **The payment may go through at any time on Friday.**

Student Employee of the Year

The Student Employee of the Year nominations request will be emailed to supervisors this month. Any supervisor who has an outstanding student employee is encouraged to submit a nomination for Graduate or Undergraduate Student Employee of the Year 2020.

Not nominating someone but still interested in participating?? Why not consider being a judge?? Contact April Hoyt for more information amhoyt@bu.edu.



I-9 Reminder & Update

All student I-9s are being completed electronically. All students who have never worked at Boston University are required to complete an I-9. Here are some tips for completing I-9s for student employees:

1. When directing students to access the Form I-9 portal, **be sure they go to either the SEO website Homepage or the Student Link.** **Do not** use any bookmarks you may have had on your computer from the past, or have the student search for I-9 on the main Boston University website. When they do, they are directed to the HR I-9 site. **The student site is separate from the HR site.**
2. Make sure students have entered the correct BUID number on the form.
3. **Do not** save an I-9 with an incomplete section 2. Cancel the update and go back to it later.
4. Send all international students to the ISSO to complete Section 2 of the I-9.
5. Make sure that you are viewing original documents when completing Section 2.
6. Do not allow a student employee to work without a completed I-9 on file.
7. When using Terrier Card as form of ID for section B, remember that **Private Institution** indicator can be found between Pennsylvania and Puerto Rico. Or if you prefer, the **School Indicator** can be found between Rhode Island and South Carolina.





Don't Forget!

- Students with payroll problems should speak to their supervisors. If the supervisor is not able to resolve the problem, the **supervisor should contact the payroll coordinator.** If the payroll coordinator is not able to resolve the problem, the payroll coordinator should contact Student Payroll to discuss the issue. **Students should not be advised to contact Student Payroll directly.**
- **Be as accurate as possible when entering the Number of Hours to be Worked Per Week when hiring a student. You should not automatically use 20 hours if the student is not working 20 hours per week. Entering a blanket 20 hours may prevent a student from being set up in another job.**
- Make sure you add any additional supervisors for a student, using the appropriate *Add Change Supervisor* function, once you have hired a student into an hourly job.
- **Remember a job does not become active until it is approved.** Be sure to check your Approval queue on the Student Employment section of the Business Link - *Approve/Review/Delete* function to ensure that there are no jobs pending approval.

- Make sure your students are paid in a timely fashion. Student payments for hours worked should not be held up if it can be confirmed the student worked. Justification is required for any payment that is more than three weeks late.
- *Supervisor Approval of Student Time Entry* function — Supervisors can use the Select All option, then choose View/Approve to scroll through and approve their students time entry. It is not necessary to add a note to all time entry approvals. Notes are only necessary when a supervisor or payroll coordinator is making a change to a student's time entry. Do not blindly approve hours. If any hours are questionable, it is okay to delete those hours until they can be confirmed. However, you should pay all confirmed hours in a timely fashion.
- **NON-SERVICE STIPEND** payments are provided to students to support them as they perform their research, and are **not** intended as compensation for services rendered. Non-Service Stipends are generally supported by training grants and are paid monthly, on the fourth Friday of each month. **Student Payroll does not process non-service stipend payments** and cannot answer any inquiries regarding these payments. Inquiries regarding non-service stipend payments should be directed to the **University Payroll Office, 617-353-2270.**



Social Media

Encourage your students to follow the Student Employment Office on Twitter @BU_FindJobs and "Like Us" on Facebook!