

Spring
Start 2020

Student Payroll News

January 31, 2020 - Student Employment Office - visit our website www.bu.edu/seo

Student Payroll Weekly Schedule Change

Effective Tuesday, February 4, 2020 the Student Employment payroll will close and run each week at noon instead of 2 P.M. Payroll Coordinator Mail Code approvals should be completed by 10 A.M. each Tuesday morning. Payroll coordinators should work with the supervisors in their departments to adjust any internal deadlines so that they can meet this new schedule.

This change is being implemented in conjunction with the University Payroll Office and BUWorks so that any payroll processing issues can be identified and resolved during normal business hours.

If you have any questions regarding this new schedule please contact us at seo@bu.edu.

Time Entry Reminders

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 required when a supervisor or payroll coordinator is making a change to a student’s time entry.

Supervisors should not blindly approve hours. If any hours are questionable, it is okay to delete those hours until they can be confirmed. However, all confirmed hours should be paid in a timely fashion.

After all hours have been approved in the *Supervisor Approval of Student Time Entry* function, the payroll coordinator should complete the final Mail Code Approval via the **Mail Code Approve to Pay** function. This approval must be complete by 10 A.M. on Tuesdays.

The final mail code approval should be done after time entry for the week is complete. Once a mail code is approved, only the payroll coordinator can make updates. Payroll coordinators have until noon on Tuesdays to make any adjustments.

If you are responsible for multiple mail codes, you can see which mails are “Approved” (all set to pay) or “Updated” (supervisor approval attached, but final mail code approval not complete) or “Blank” (no activity yet) by using the **Mail Code Status** function on the Business Link.
NOTE: Warning emails are sent to authorized approvers of mail codes in a blank or updated status on Tuesday mornings.

Payroll vs. Mother Nature

While Mother Nature has been relatively quiet this winter, remember this is New England and things can change in a hurry. (Remember, 5 years ago we had less than seven inches of snow by mid-January – the rest of that winter we know as “Snowmageddon”). Therefore, it is important to remember that as we deal with Mother Nature’s whims during these winter months, the University may 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 progresses 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.

2020 W-4 Reminders for Domestic Students

The IRS has significantly modified the W-4 for the 2020 tax year (see 11/26/2019 email from bupay@bu.edu for more details). As a result of this change, there have been some major changes to the way W-4s are processed for student employees.

- ◆ **Domestic Students:** Once they have received their first payment, must now maintain their W-4s through Employee Self-Service (ESS) They can access ESS through the StudentLink by clicking on the Tax Information option on the Work Tab. This will route them to the BUWorks Central Portal for access to ESS. Students who have previously filed a W-4 are not required to file a new W-4, except for those students who claimed exempt during 2019. **Any US citizen or permanent resident who claimed exempt during 2019** and who wishes to continue that exempt status in 2020 must complete a 2020 W-4 form, by February 5, 2020. Students who do not complete a new W-4 by February 5 will have taxes withheld at “the highest rate”. Affected students have been notified of this requirement by email.
- ◆ Students who are having difficulty completing the new W-4 should be directed to www.irs.gov/W4app for assistance or a tax professional. Student Employment and University Payroll staff are not tax experts and are not able to provide advice on tax matters
- ◆ No domestic student should complete a paper W-4, all domestic students should be completing electronic W-4s. Paper W-4s for domestic students will not be accepted.

2020 W-4 Reminders for International Students

International students who have never worked at Boston University are required to complete a paper W-4. Students can either complete that W-4 in your department or you may have the students come to our office to complete their W-4. **International students should complete section 1 on the W-4, enter NRA on line 4C , sign the W-4 and write their BUID number either on the top or bottom of the W-4.** Students who do not have a social security number at the time they are completing a W-4 should enter “Applied For” in the social security number field.

All paper W-4s completed by international students should be forwarded to the Student Payroll Office (881 Commonwealth Ave, 2nd floor) for processing and scanning.

The entry of W-4 information at the time of hire is no longer a requirement, so the W-4 section has been removed from our hiring form.

2019 Tax Forms

The 2019 W-2 forms for domestic students who did not opt-in for electronic W-2 forms have been mailed by the University Payroll Office to the home address that appears on the Student Link through the “Address and Phone” option under the Personal Tab. The 2019 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. **This form will be mailed by the University Payroll Office during March. 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.**

Student employees who are currently enrolled and require a duplicate copy of their W-2, should be directed to ESS to print a copy of their W-2 statement through the W-2 display option. Former student employees who require a duplicate W-2 should submit an email to seo@bu.edu with their name, BUID and the address to which they would like the W-2 mailed. Or, if they choose, they may indicate that they wish to pick up the duplicate copy.



Monitoring Work-Study Awards

As the Spring semester begins, 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. 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. 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. Remember, there are fewer students looking for jobs in the Spring semester, so it may be necessary to broaden your search to include non-work-study students to fill your staffing needs.

Student Employee of the Year

Students perform invaluable work for departments across the Boston University campus, demonstrating enthusiasm, devotion, and initiative. Show your exceptional student employee(s) how much you appreciate their hard work and nominate them for recognition as the Student Employee of the Year!

Nomination information is now posted on our [website](#) and nominations will be accepted for the 2019 Undergraduate and Graduate Student Employee of the Year Awards until February 15, 2019.

To learn more about the program and nomination process, or to see photos from past receptions, please visit our [website](#)! The nomination form may be found [here](#).

We look forward to receiving many great recommendations for our outstanding student workers. Don't let your student miss out—submit a nomination today! Remember, a nomination for Student Employee of the Year will great on a student's resume!

If you are unable to nominate a student this year, please consider being a judge for the program. Contact April Hoyt (amhoyt@bu.edu) for more details.

Check Out Our Videos

We have started adding some instructional videos for student employees to assist with some common Student Employment processes. And we will be continuing add more throughout the semester! So check them out and let your students know!

[How to View Your W-2](#)

[How to Apply for Direct Deposit](#)

[Guide to Understanding Your Boston University Pay Check \(Salary Statement\)](#)



Social Media

Encourage your students to follow the Student Employment Office on Twitter [@BU_FindJobs](#) and “Like Us” on Facebook!