Student Payroll
New Hire/Rehire Procedures

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Web New Hire/Rehire Input

INTRODUCTION

The Student Employment System is an on-line system that interfaces with the Student Information System (Admissions, Registrar, Financial Aid, etc.). In order to be paid as a student employee during the academic year, an individual must be a currently enrolled student at Boston University. During the summer an individual must be registered **either** for the summer **or** must be eligible to register in the fall. **NOTE:** International students **must** be registered either in the summer or registered for the fall in order to be paid during the summer. The interface with the Student Information System allows the Student Employment System to:

♦ Confirm a student's enrollment status;

♦ Maintain and monitor visa information for international students;

♦ Update Work-Study eligibility and award limits automatically through the Financial Aid system;

♦ Access the student's I.D., name and address through the Registrar's file. If a student employee wishes to change this data, he or she should do so through the Registrar or the Student link.

The most important element of the system is the creation of a ***job number*** for all student employee positions. This information allows us to establish a job history record for students, maintain equitable pay rates and ensure accurate merit increases for all eligible student employees. The job number for work-study positions is the same one used on the Work-Study Job Listing. A generic job number is created for all other student employment positions. Each job number has a specific grade level, job code, and distribution. Students being paid out of multiple distributions should be set up in a unique job number for each distribution to be charged.

Work-Study is a federally funded Financial Aid program. Each year Financial Assistance grants Federal Work-Study awards to a limited number of students based upon funding availability. Students who are part of the Federal Work-Study program are given a specific award amount they may earn within either the Academic Year or Summer programs. **Each program is separate and must be applied for separately. Unused balances of student's Work-Study awards are not carried over into the next program**. When you hire a student using Work-Study funds, your department budget is charged 30% of the student's gross earnings. Each week 100% of the student's gross earnings are deducted from their award. You may monitor a student's Work-Study award balance using the General Functions category on the Business Link via either the *Student Employees by Unit/Dep or by Mail Code* function or the *Student Employee Information* function.

The Student Payroll functions on the web have been designed to affect the new hire and rehire payroll actions for students. NOTE: Any W-4s not connected to a new hire or rehire should be submitted to Student Payroll for processing.

WEB ACCESS

Whenever possible, Microsoft Internet Explorer should be used. Netscape may also be used, but you will have to move your cursor between keying fields in Netscape. The cursor will move automatically when Internet Explorer is used.

There should be more than one person designated in each department to <u>enter</u> and <u>approve</u> Student Payroll hiring on the web.

To designate a user for <u>data entry</u> access to the Student Payroll functions on the web, you should have your department's DSA (Data Security Administrator) request permit group E650 (SEO Web New Hire/Rehire data entry function). As part of this request, your DSA will be required to include all mail codes and unit/department values you have authorization to access.

To designate a user for <u>approval</u> access to the Student Payroll functions on the web, you should have your department's DSA request permit group E651 (SEO Web New Hire/Rehire approval function).

NOTE: User access to specific mail codes is based on information established through permit group E200. If the user does not have access to E200, this permit group must also be requested. The E200 permit group gives the user access to the Student Payroll information found on the *Student Employees by Unit/Dep or Mail Code* and *Student Employee Information* functions.

Students may be given access (Permit E650) to input new hire/rehire information via the web. Students may <u>NOT</u> be given access (Permit E651) to approve new hire/rehire information via the web.

TIME TABLE

Web access for on-line inputting:

      Begins Thursday 7 A.M.

Web approval deadline:

      Ends Tuesday at noon. Early deadlines may necessitate changes to this time.

Any new hire or rehire not approved by noon on Tuesday <u>cannot be guaranteed processing</u> for the weekly payroll run.

NOTE: Holidays and other school closings may necessitate earlier deadlines for Student Payroll data entry on the web. Consult, the early deadline schedule posted on our website http://www.bu.edu/seo////payroll/dates/ for the current semester early deadline schedule. Payroll coordinators will be sent a reminder email just prior to an approaching holiday.

BASIC DEFINITIONS

Work-Study -- A federally funded financial aid program offered to eligible students through the Office of Financial Assistance. On-Campus departments employing work-study students are charged for 30% of a student's gross earnings and the federal work-study fund is charged the remaining 70%.

Departmental – (also referred to as Student Employment): Employment open to any student at the University who meets the criteria to be paid as a student employee. Department budget lines are charged 100% of the employees' gross earnings.

New Hire -- The new hire function will be used when you are hiring a student who meets one of the following conditions: has never worked in your department; has worked in your department in a different job; has worked in your department and was paid out of Work-Study funds and will now be paid through departmental funding. NOTE: All one-time payments are considered new hires.

Rehire -- Hiring a student into the same exact job they had before, using the same unit, department and grade level.

Piecemeal -- Used to pay students who work on a one-time basis (i.e., a special project). Piecemeal payments can be paid from departmental funds only. International students cannot be paid piecemeal except during approved break periods. International students must be paid either hourly or weekly-salaried while classes are in session.

One-Time Payment – See Piecemeal.

Hourly – Type of employment used to pay students who are working in a supervised job on a consistent basis and need to complete time entry (specifying hours worked each week) in order to be paid.
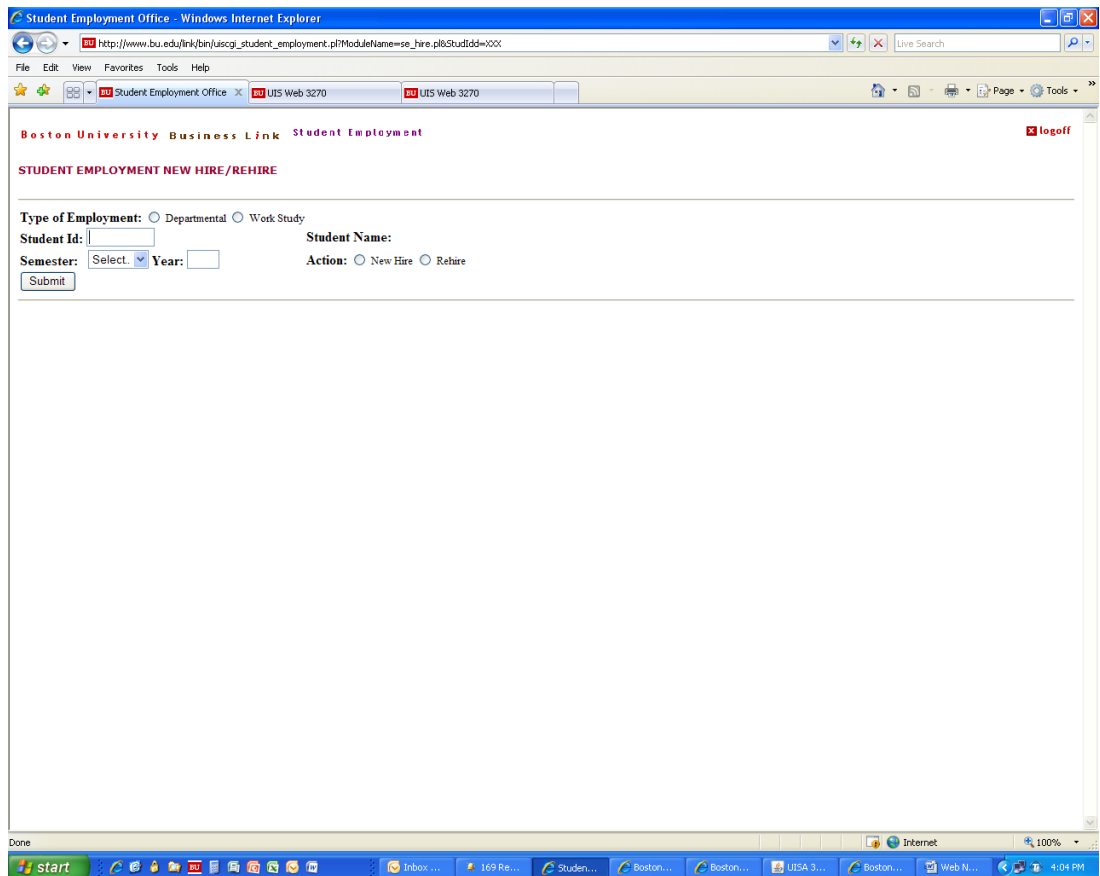
Stipend -- A payment made to a student for which no work is required. These payments are given to graduate students to support them in their academic studies they are paid with an object code of 0939 or 0947. The **Student Payroll Office does not process stipend payments,** for information regarding the processing of these payments contact the University Payroll Office at 617-353-2270.

Weekly-Salaried -- Students who are doing advanced work, where less supervision is required and tracking of hours is not easily accomplished. A set amount of money is paid out each week. Not time entry is required.

"DEPARTMENTAL" NEW HIRE/REHIRE

To Hire a Student into a Job:

- Go to the BU Link home page (www.bu.edu/link).

- Click on Business Link and enter your login name and kerberos password.

- Click on Student Employment.

- Click on the New Hire/Rehire option under Hiring Process Functions.

- Check off the type of employment as Departmental. This means your department will be charged for 100% of the student's gross earnings.

- Enter the student's BUID number (Note: If the student's BUID is not available and the student's social security number is on file, the system will convert the social security number to the BUID if it is used in place of the BUID.)

- Select the semester from the semester drop down box. If you are not sure which semester to choose consult the [year/semester chart](http://www.bu.edu/seo/payroll/dates/year-sem-dates/) (http://www.bu.edu/seo/payroll/dates/year-sem-dates/) on our website to determine which semester includes the student's start date.

- Enter the last two digits of the year attached to the semester you are hiring the student into. Example: When entering for the fall semester of the 2010-11 academic year, you would enter 10. When entering for the spring semester of the 2010-11 academic year, you would enter 11.

- Select either new hire or rehire.

The **new hire** function will be used when you are hiring someone who meets **one** of the conditions listed below:

1. has never worked in your department

2. has worked in your department in a different job

3. has worked in your department and was paid out of Work-Study funds

   NOTE: **All** one-time payments are considered new hires.

The **rehire** function will be used when you are hiring a student into a previously established job number and who meets **all** of the following criteria:

1. is performing the same work as they did when previously employed in your department

2. is being paid out of the same unit/department

3. is being paid out of departmental funds again

- **Click submit.**

The student's name should appear with one of the following messages at the top of the screen:

1. ** FILL IN JOB GRADE AND JOB CODE FOR NEW HIRE OR JOB NUMBER FOR REHIRE** -- Verify that the name that appears is the name of the student you wish to hire.

2. **SOC-SEC-NUMBER MUST BE ENTERED FOR THIS STUDENT** -- Enter the student's Social Security number in the Social Security number field. If the student does not have a social security number you should enter all zeroes in this field. (Note: This is the only time the Social Security number field will appear.) Click submit.

3. **I9 & VISA INFO NOT ON FILE. INTERNATIONAL STUDENT MUST BRING DOCUMENTS TO ISSO** -- The student is an international student who has not worked previously at Boston University. The International Students and Scholars Office must complete the I-9 documentation for **all** international students. Send the student to the International Students and Scholars Office to complete this.

4. **ENTER I-9 MAIL CODE AND VERIFY THAT YOU HAVE A VALID I-9 FORM** -- The student has not worked at Boston University previously and must complete an I-9 before beginning to work. **No student should be allowed to begin work until an I-9 has been completed**. If you do not have any I-9 forms, you may download an I-9 from our website (http://www.bu.edu/seo////payroll/forms/).

There are seven possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

1. **ERROR - STUDENT NOT ON PERSONAL DATA FILE** - The ID number you entered is not on the Registrar's File. Verify that you have entered the ID number correctly. If you entered the number correctly, check with the student or the student's supervisor to verify that you have been given the correct BUID number.

2. **ERROR – NOT ENROLLED**: - The person you are going to hire is not enrolled for the semester you are attempting to hire him/her into. The person will have to register before you will be able to hire him/her.

3. **I9 & VISA INFO NOT ON FILE. INTERNATIONAL STUDENT MUST BRING DOCUMENTS TO ISSO** - All international student I-9s must be completed by the International Students and Scholars Office. The student must go to the ISSO to complete their I-9 documentation before you are able to enter their job. **Do not** allow an international student to begin working until their I-9 has been completed by the ISSO.

4. **UNABLE TO UPDATE ADDRESS/CITY BLANK** - There is no United States address on the Registrar's file for the student. You will need to get a local address from the student. When you have a local address for the student, you should contact Student Payroll to have the address entered or the student may update his/her address on the Student Link.

5. **EMPLOYEE ACTIVE ON L2 – CR (OT, MD, OS or FY) ** - The person you are hiring is active on another payroll level. An employee cannot be active on the SE level and another level simultaneously. The person must be terminated from the other payroll level before you may hire him/her. Contact Student Payroll.

6. ****UNABLE TO UPDATE PART-TIME F1/J1**** - The student must be sent to the ISSO to discuss an override to their part-time status. International students must be certified as full time students in order to be eligible to work. (This is a regulation of the United States Bureau of Immigration and Citizenship Services.) **Do not** allow an international student to begin working until they know they are eligible for an override by ISSO.

7. ****DISCONTINUE INPUTTING CONTACT STUDENT PAYROLL OFFICE**** - Contact Student Payroll regarding this student. There are some students who require special permission to work. This permission is tracked by Student Payroll staff.

Section One

- If you receive the message **ENTER I-9 MAIL CODE AND VERIFY THAT YOU HAVE A VALID I-9 FORM** Once the student has completed his/her I-9, enter your department mail code as the I-9 mail code and type an X in the box certifying that you have the student's I-9. Then enter the date the I-9 was completed in yy/mm/dd format.

- **For a departmental new hire** leave the job number field blank and enter the grade and job code using the [Student Employment Job Classifications Guide](). You may view the Job Classifications Guide on our website ([http://www.bu.edu/seo////supervisors/guides/jobclass/]()).

    1. Hourly jobs have a grade level of 1-5.

    2. Weekly-Salaried jobs have a grade level of 0. Job codes 55, 56, 57, 60 and 67 are the only valid job codes for weekly salary payments.

    3. One-Time payment jobs have a grade level of 9. **Note:** International students may receive one-time payments only during approved break periods. All payments during the academic year to international students must be either hourly or weekly.

    4. The job code refers to the two-digit code listed in the [Job Classification Guide]() for the type of work the student is performing. (Example: Office Assistant is 02). You may also select the Job Code by using the Job Code Reference drop down menu.)

- **For a departmental rehire** enter the six-character job number. The first character of this job number will be a letter. Do not complete the grade and job code fields. If you do not know a student's job number, you should consult either the *Student Employees by Unit/Dept or Mail Code* or the *Student Employment Information* functions on the Business Link for the last semester the student worked in your department.

- Enter the employment duration in *yy/mm/dd* format. **Note:** If you are hiring an international student, the job end date must not exceed the work expiration date.

Type	Start	End
Hourly	Actual starting date.	Must be a Sunday date.
Weekly Salaried	Must be a Monday date.	Must be a Sunday date.
Piecemeal	Date job started.	Date job ended. Note: for jobs that last only one day the start and end dates may be the same.

- Enter the number of hours to be worked per week. This should be entered as a whole number. Do not use decimals. It is important to be as accurate as possible when entering the number of hours to be worked per week. Departments should not arbitrarily enter 20 hours per week for all their jobs. This number will be combined with hours from other jobs currently on file for the semester to determine the total hours worked. **This field is a required field for all jobs.**
- For piecemeal payments you should break the hours down by week and *not* the total number of hours worked on the job. **NOTE**: If you will be paying the student out of multiple distributions, you should enter the number of hours that will be covered only under the distribution being entered. You may enter only one distribution per job. If you need to split a student's payment over multiple distributions, you will have to set up a job for each distribution to be used.

- **Click Submit.**

  You should get the following message at the top of the screen **SCROLL DOWN AND COMPLETE SECTION TWO**. If you are entering a <u>new hire</u> you will notice at this point that the system has created a job number and has auto-filled the job number field with that number.

There are ten possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

1. **GRADE/JOB CODE COMBINATION INVALID** – Most likely you have entered a job code that is incorrect. Refer to the Job Classifications Guide to find the correct job code. If you are entering a weekly-salaried paid job and have received this error message, you have most likely entered a job code that is invalid for weekly salary paid jobs. Only job codes 55, 56, 57, 60 and 67 are valid for weekly salary payments.

2. **INVALID REHIRE STUDENT NEVER WORKED THIS JOB BEFORE** - You cannot do a rehire for this job. You must treat this as a new hire.

3. ** START DATE DOES NOT FALL WITHIN RANGE OF PARAMETER YEAR/SEM ** - The starting date you entered does not fall within the semester you selected in the Enrollment Section. You should either select the appropriate semester or change the start date to a date within the semester you have chosen.

4. **END DATE FOR WEEKLY-SALARIED JOB MUST BE SUNDAY** – You should change the end date to be a Sunday date, the system will suggest the best Sunday date to meet you're the duration you have entered.

5. **END DATE FOR HOURLY JOB MUST BE SUNDAY DATE YY/MM/DD** - You should change the end date of the job to the Sunday date after the student's last day of work. This ensures that you will be able to pay the student for his/her last time sheet. (For example: A student, whose last day of work is Friday, May 18, should have Sunday, May 20 entered as his/her end date.)

6. **ONE TIME PAYMENT INVALID FOR INTERNATIONAL STUDENT** – You must set the student up for either a weekly-salaried or hourly job.

7. **END DATE CANNOT BE LATER THAN WORK EXPIRATION DATE** – International students may not work past the work expiration date established by the International Students and Scholars Office.

8. **STUDENT ALREADY WORKS 20 HOURS** – The student is an international student and is limited to working **no more** than 20 hours per week. You should discuss with the student if he/she has another job and how many hours per week the student is working on the other job(s).

9. **STUDENT ALREADY WORKS 40 HOURS** – Students should not be set up to work more than 40 hours in a week. You should discuss with the student if he/she has another job and how many hours per week the student is working on the other job(s).

10. **ONLY X HOURS ARE ALLOWED FOR STUDENT ON THIS JOB** – The number of hours to be worked you entered will cause the student to exceed his/her maximum allowable hours per week. You should discuss with the student if he/she has another job and how many hours per week the student is working on the other job(s).

11. **STUDENT MAY NOT BE HIRED FOR THIS PERIOD OF TIME ON THIS JOB** -- International students may receive one-time payments only during approved break periods. All payments during the academic year to international students must be either hourly or weekly

Section Two

- **For departmental new hires** you will need to enter the distribution, you may only enter unit/department information for which you have authorization. If you <u>do not have a source code</u>, you should just skip the source box. **NOTE:** You may enter only one distribution. If you need to split a student's payment over multiple distributions, you will have to set up a job for each distribution to be used. Remember 0908 (hourly and piecemeal) and 0902 (weekly-salaried and piecemeal) are the only acceptable object codes.

- **For departmental rehires** the distribution of the previous semester will automatically appear. You should verify the distribution. If necessary you may type over the source code (make sure the source field is highlighted before you begin typing) with a new source or blank out the source. **NOTE:** You may enter only one distribution. If you need to split a student's payment over multiple distributions, you will have to set up a job for each distribution to be used.

- Enter the check destination mail code. While student checks are no longer distributed to University departments, you should enter this information if you wish to be able to view the student's weekly earnings through payroll function PA15. For one-time payments please do not change the check destination unless you are sure the student does not have another job.

- Students wishing to work as research assistants in certain academic departments are **required** to complete a patent policy **before** beginning work. You may download a <u>patent policy</u> for the student to sign from our website (<u>http://www.bu.edu/seo////payroll/forms/</u>). If necessary, enter the patent mail code. The patent mail code is required for job code 55, 56 and 57 jobs in all (CAS, CCS, ENG, HPC00, MED, MET, NMR, PRCTR, PROV5, SAR, SDM, SP, UHC and UNI) mail codes.

- For hourly paid jobs, you will need to enter a supervisor. Click on the Get Supervisors tab. After clicking on the tab you will be prompted to select a supervisor from the drop down menu that appears. If the person you would like to enter as a supervisor does not appear, you should contact Student Payroll to have that person added to the supervisor override table. You will need to provide the person's name, BUID number and the unit/department codes you are entering.

- **For departmental new hires** the base rate will appear. **NOTE:** The system cannot calculate merit that a student is due for employment in the same department under a different job number. It is important that you update the hourly rate field to include that merit if you are hiring a student into a new job number within your department. You may review the merit increase schedule by consulting the Job Classifications Guide on our website (http://www.bu.edu/seo////supervisors/guides/jobclass/).

- **For hourly paid departmental rehires** the rate including merit will automatically appear.

Hourly	Review the hourly rate of the job. The hourly rate you enter must be equal to or greater than the minimum rate for the grade level identified in section one. It should include any merit the student is due from previous employment in your department.
Weekly-Salaried	Enter the weekly-salaried payment amount for the job. You may determine the weekly-salaried amount by taking the full amount the student is to be paid for the duration and dividing that amount by the number of weeks. Be sure that when entering this amount that the weekly-salariedpayment amount divided by the number of hours worked per week **conforms to minimum wage standards**. (**Valid** – $1000.00 divided by 20 hours equals $50.00. **Invalid** - $150.00 divided by 20 hours per week equals $7.50 per hour.)
Piecemeal	Enter the one-time payment amount for the job. Be sure that when entering this amount the one-time payment amount divided by the number of hours worked per week divided by the number of weeks the payment covers **conforms to minimum wage standards. (Valid** – $250.00 divided by 10 hours to be worked per week divided by 2 weeks worked equals $12.50 per hour. **Invalid** - $100.00 divided by 20 hours to be worked per week divided by 2 weeks worked equals $2.50 per hour.)

- Click the appropriate tax form box. **NOTE:** For international students who are being hired to work for the first time at Boston University you are required to complete the W-4 section.

- **Click Submit.**

- **If you clicked yes** for tax form you should get the following message at the top of the screen **SCROLL DOWN AND COMPLETE FORM W-4 SECTION**. And you should follow the tax form procedures. If you have a tax form to go on to the tax form entry procedures.

- **If you clicked no** for tax form you should get the following message at the top of the screen **READY TO UPDATE RECORD. PRESS UPDATE BUTTON OR CLEAR TO CANCEL**. Review the information you have input. If you need to correct any information, click clear and reenter the information. If the record is ready to be updated, click update.

You should get the message **RECORD CAN BE APPROVED. PLEASE ENTER NEXT STUDENT**

Then you may begin entering the next student or exit from the new hire/rehire screen.

To exit from the New Hire/Rehire screen to go on to review or approve the records you have entered, click on "Student Employment" at the very top of the screen. This will bring you to the main menu page where you may select the *Review/Delete/Approve* functions.

To exit from the New Hire/Rehire screen to go on to something else, click on the word "Logoff" at the very top of the screen.

Weekly Salary Example

Semester: SPRG **Year:** 11   **Action:** ⦿ New Hire ◯ Rehire

Submit

SECTION ONE

Social Security Number: on file..

I9 Mail Code for New Employee: SEM09 **Mark 'X' here to confirm that you have a valid I9 form:**

Date I9 Completed: 10 06 10
yy mm dd

Job Grade: 0 **Job Code:** 60   - OR - **Enter Job Number For Rehire only:** L06000

Job Code Reference: View List..
RESEARCH/TEACHING/TUTORS TEACHING ASSISTANT

Employment Duration: Start Date   End Date
Semester Hourly Start Date: 11/01/17 10 12 27   11 04 24
Semester Wk-Salary Start Date: 10/12/27 yy mm dd   yy mm dd

Number of Hours Worked Per Week: 10   **Number of Weeks During Employment:** 17

Visa Type: **Entry Date:**
yy mm dd

Work Expire Date:
yy mm dd

Submit

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
015	240	0902		sem01	SEM01	

Click on Get Supervisors to identify supervisor for hourly paid employees only.

Select Supervisor: Select One

Hourly Rate $:
Weekly Salary $: 500
One Time Payment $:

Input Tax Form: ◯ Yes ⦿ No   **Mail Code Reference:**

Submit

SECTION W-4

Hourly Example

Social Security Number: on file..

I9 Mail Code for New Employee: SEM09 **Mark 'X' here to confirm that you have a valid I9 form:**

Date I9 Completed: 10 06 10
yy mm dd

Job Grade: 5 **Job Code:** 60   - OR - **Enter Job Number For Rehire only:** L56000

Job Code Reference: View List..
RESEARCH/TEACHING/TUTORS TEACHING ASSISTANT

Employment Duration: Start Date   End Date
Semester Hourly Start Date: 11/01/17 11 01 17   11 05 22
Semester Wk-Salary Start Date: 10/12/27 yy mm dd   yy mm dd

Number of Hours Worked Per Week: 10   **Number of Weeks During Employment:** 18

Visa Type: **Entry Date:**
yy mm dd

Work Expire Date:
yy mm dd

Submit

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
015	240	0908		sem01	SEM01	

Click on Get Supervisors to identify supervisor for hourly paid employees only.

Select Supervisor: Select One

Select One
000 BLANK
015 French, Mary Ann
015 Gately, Carol
015 Mitchell, Angela
015 Sheldon, Bethany
015 Thikeo, Praseuth
020 Anderson, Brian
020 Hallett, Joseph
020 Khan, Martha
037 Boucher, Jacob

Hourly Rate $
Weekly Salary $
One Time Payment $

Input Tax Form: ◯   le Reference:

Submit

SECTION W-4

Effective Year of W4: 2010   **Country:**

Single Married Married Withhold Higher Single Rate

Mark 'X' next to appropriate Martial Status:

Social Security Number: on file..

I9 Mail Code for New Employee: SEM09   **Mark 'X' here to confirm that you have a valid I9 form:**

Date I9 Completed: 10   06   10
                        yy   mm   dd

Job Grade: 5   **Job Code:** 60   **- OR -** Enter Job Number For Rehire only: L56000

Job Code Reference: View List..

RESEARCH/TEACHING/TUTORS TEACHING ASSISTANT

Employment Duration:	Start Date	End Date
Semester Hourly Start Date: 11/01/17	11 01 17	11 05 22
Semester Wk-Salary Start Date: 10/12/27	yy mm dd	yy mm dd

Number of Hours Worked Per Week: 10   **Number of Weeks During Employment:** 18

Visa Type: **Entry Date:**
                         yy   mm   dd

                         Work Expire Date:
                         yy   mm   dd

Submit

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
015	240	0908		sem01	SEM01	

Click on   Get Supervisors   to identify supervisor for hourly paid employees only.

Select Supervisor: 015 Gately, Carol

Hourly Rate $: 10.25
Weekly Salary $:
One Time Payment $:

Input Tax Form: ○ Yes ● No   **Mail Code Reference:**

Submit

SECTION W-4

Effective Year of W4: 2010   **Country:**

Mark 'X' next to appropriate Martial Status: Single   Married   Married Withhold Higher Single Rate

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Boston University Business Link Student Employment   Logoff

STUDENT EMPLOYMENT NEW HIRE/REHIRE
READY TO UPDATE RECORD, PRESS 'UPDATE' BUTTON OR 'CLEAR' TO CANCEL
Update   Clear

Type of Employment: ● Departmental ○ Work Study
Student Id: **Student Name:**
Semester: SPRG ▼   **Year:** 11   **Action:** ● New Hire ○ Rehire
Submit

SECTION ONE
Social Security Number: on file..

I9 Mail Code for New Employee: SEM09   **Mark 'X' here to confirm that you have a valid I9 form:**

Date I9 Completed: 10   06   10
                        yy   mm   dd

Job Grade: 5   **Job Code:** 60   **- OR -** Enter Job Number For Rehire only: L56000

Job Code Reference: View List..

Employment Duration:	Start Date	End Date
Semester Hourly Start Date: 11/01/17	11 01 17	11 05 22
Semester Wk-Salary Start Date: 10/12/27	yy mm dd	yy mm dd

Number of Hours Worked Per Week: 10   **Number of Weeks During Employment:** 18

Visa Type: **Entry Date:**
                         yy   mm   dd

                         Work Expire Date:
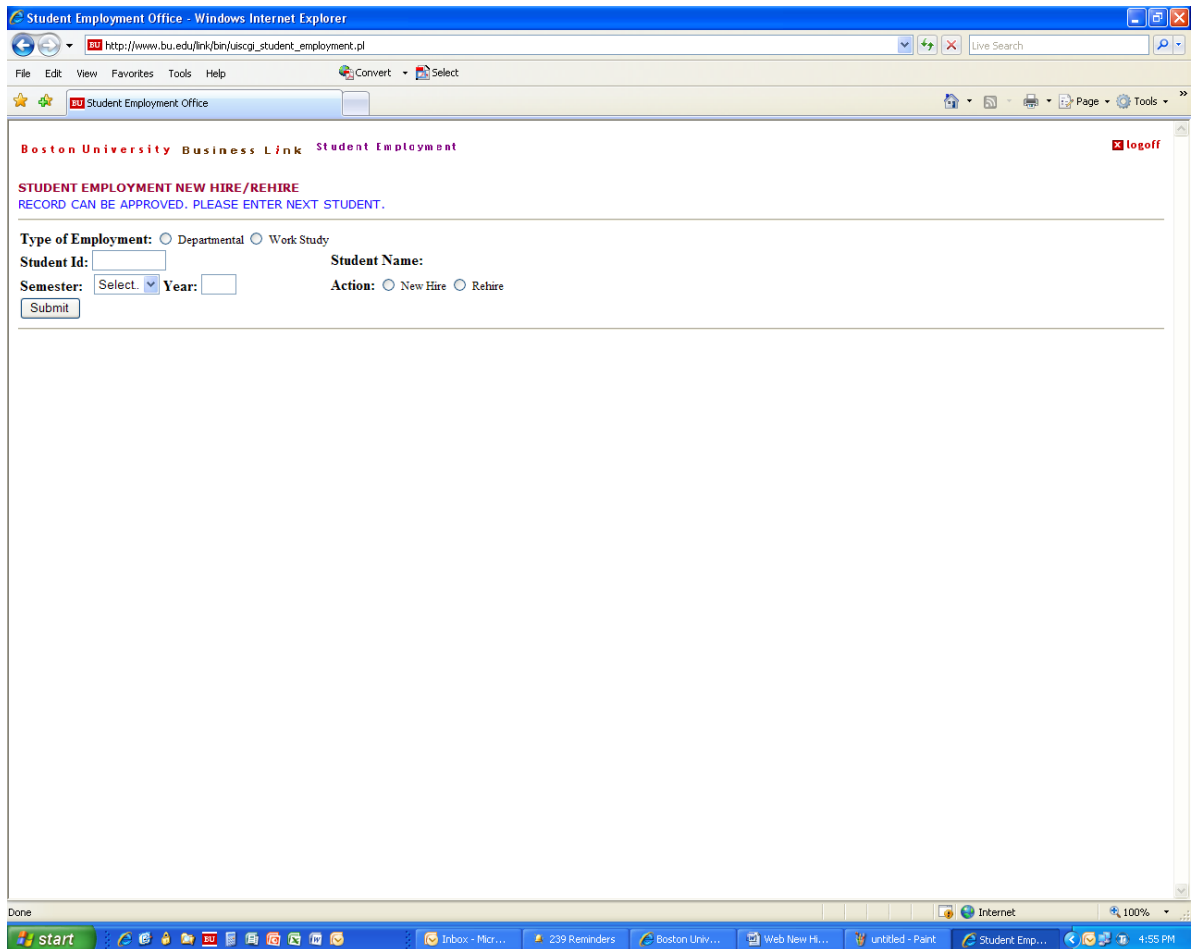   yy   mm   dd

Submit

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
015	240	0908		SEM01	SEM01	

Click on   Get Supervisors   to identify supervisor for hourly paid employees only.

Select Supervisor: 015 Gately, Carol

There are fourteen possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

1.   **WALKER ERROR – INVALID SEGMENT GROUP** - There is a problem with either the source code or the unit/department code that you entered. You should check your records to determine if the source you entered is valid with the unit/department information you entered. If the information is correct, you should contact Research Accounting to resolves the problem.

2.   **WALKER ERROR – INVALID SOURCE CODE** - The source code you entered is not valid. Check the source and enter the correct information.

3.   **WALKER ERROR – INVALID UNIT/DEPARTMENT VALUE** - The unit/department information you entered is not valid. Check the unit and department codes and enter the correct information.

4.   **WALKER ERROR – INACTIVE SOURCE VALUE** - This means that the source code you have entered is not currently active. Contact Research Accounting.

5.   **WALKER ERROR – INACTIVE FULL KEY** - The distribution you entered is not currently active. Contact General Accounting.

6.   **UNIT/DEPT VALUE NOT IN ALLOWED RANGE VAL-SEC FOR XXXXXX** -- You do not have the authority to enter the distribution you are trying to enter. You should either correct the distribution you have entered or you will need to have your User ID profile updated to include the distribution you are trying to enter.

7.   **MAIL CODE NOT FOUND ON TIME-SHEET-MAIL-CD FILE** - The mail code you entered is invalid. Check the mail code reference list for help. Hint: The last two characters of many mail codes are numeric, not alpha "zeros".

8.   **ERROR - AMOUNT LESS THAN EFF HOURLY RATE** - The pay rate you entered is lower than the minimum rate for this job. Double-check the grade level you entered and any merit calculations. Any jobs with rates that must be lower than the effective rate must be submitted to Student Payroll for approval and processing.

9.   **PATENT MAIL CODE REQUIRED FOR THIS JOB** - The student is working in a research job and needs to complete a patent release. The job may not be entered until the student completes the patent policy form. You may download a patent policy for the student to sign from our website (http://www.bu.edu/seo////supervisors/supervising/patent/).

10.   **OBJECT CODE 0902 IS ONLY VALID OBJECT CODE FOR WEEKLY-SALARIED JOB** - The object code you entered is incorrect and you must enter the object code of 0902. Object codes 0939 and 0947 are not valid Student Payroll object codes. To pay a student using these codes contact the University Payroll Office.

11.   **OBJECT CODE 0908 IS ONLY VALID OBJECT CODE FOR HOURLY JOB** - The object code you entered is incorrect and you must enter the object code of 0908.

12.   **ONLY OBJECT CODE 0908 or 0902 ARE VALID OBJECT CODES** - The object code you entered for the piecemeal payment is invalid and you need to change it to either 0902 or 0908.

13.   **PLEASE SELECT GET SUPERVISORS OPTION** -- You have failed to select a supervisor for the hourly paid job you are entering. You will need to go back and enter the supervisor information.

14.   **WARNING: DUPLICATE JOBS** - The student is already set up for a job with the same information. Double-check the student's record on the *Student Employment Information* Screen on the Business to verify if this is a job that should be set up. If it is a duplicate job, you can click on clear to delete the record. If you want the student to be set up with two jobs, then you can click update and proceed as normal.

"WORK-STUDY" NEW HIRE/REHIRE

To Hire a Student into a Work-Study Job:

- Go to the BU Link home page (www.bu.edu/link).

- Click on Business Link and enter your login name and kerberos password.

- Click on Student Employment.

- Click on the New Hire/Rehire option under Hiring Process Functions.

- Click on Work-Study.

- Enter the student's BUID number (the BUID number is required).

- Enter the student's BUID number (Note: If the student's BUID is not available and the student's social security number is on file, the system will convert the social security number to the BUID if it is used in place of the BUID.)

- Select the semester from the semester drop down box. If you are not sure which semester to choose consult the year/semester chart (http://www.bu.edu/seo/payroll/dates/year-sem-dates/) on our website to determine which semester includes the student's start date.

- Enter the last two digits of the year attached to the semester you are hiring the student into. Example: When entering for the Fall semester of the 2010-11 academic year you would

enter 10. When entering for the Spring semester of the 2010-11 academic year you would enter 11.

- Select either new hire or rehire.

The **<u>new hire</u>** function will be used when you are hiring someone who meets **one** of the conditions listed below:
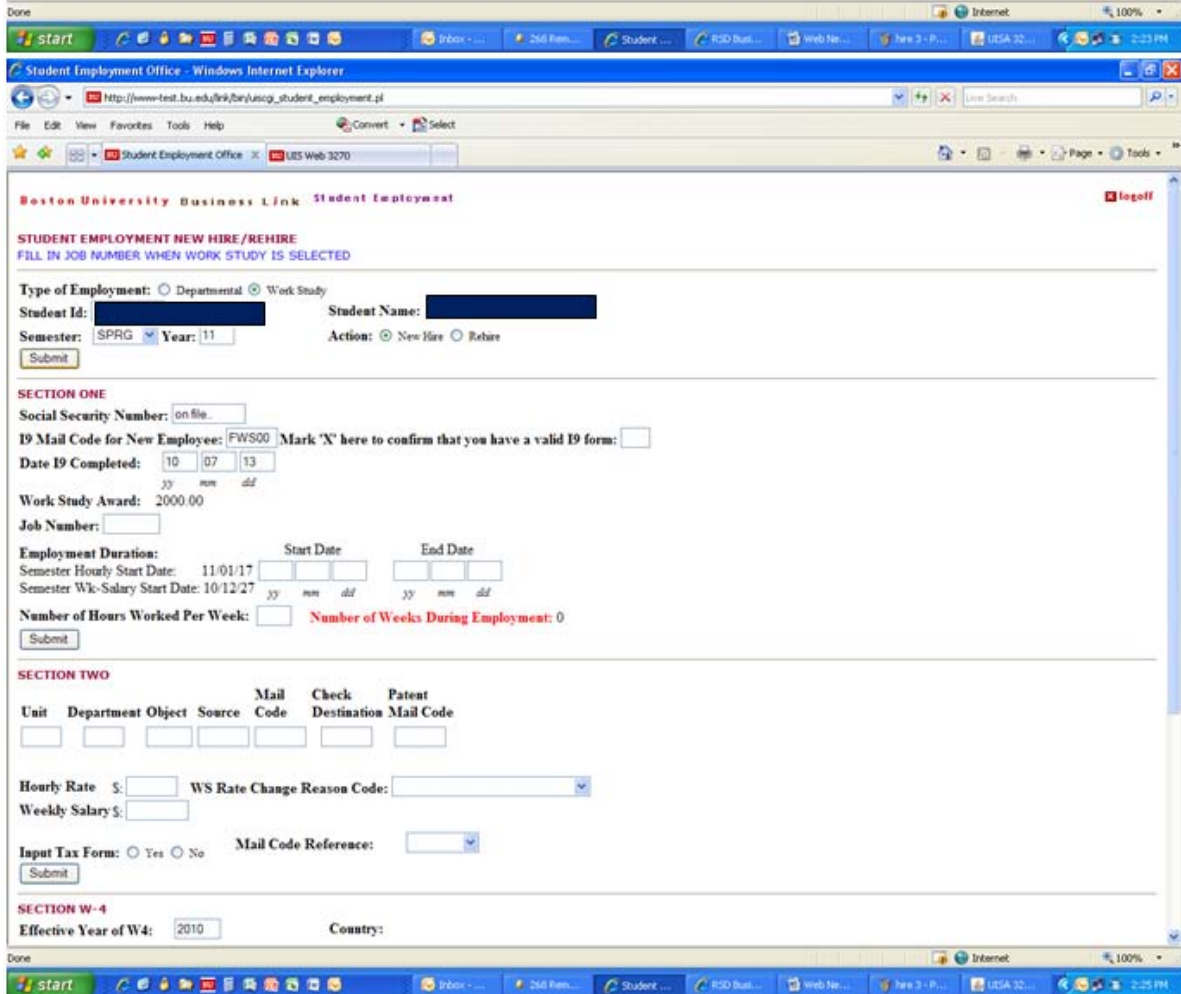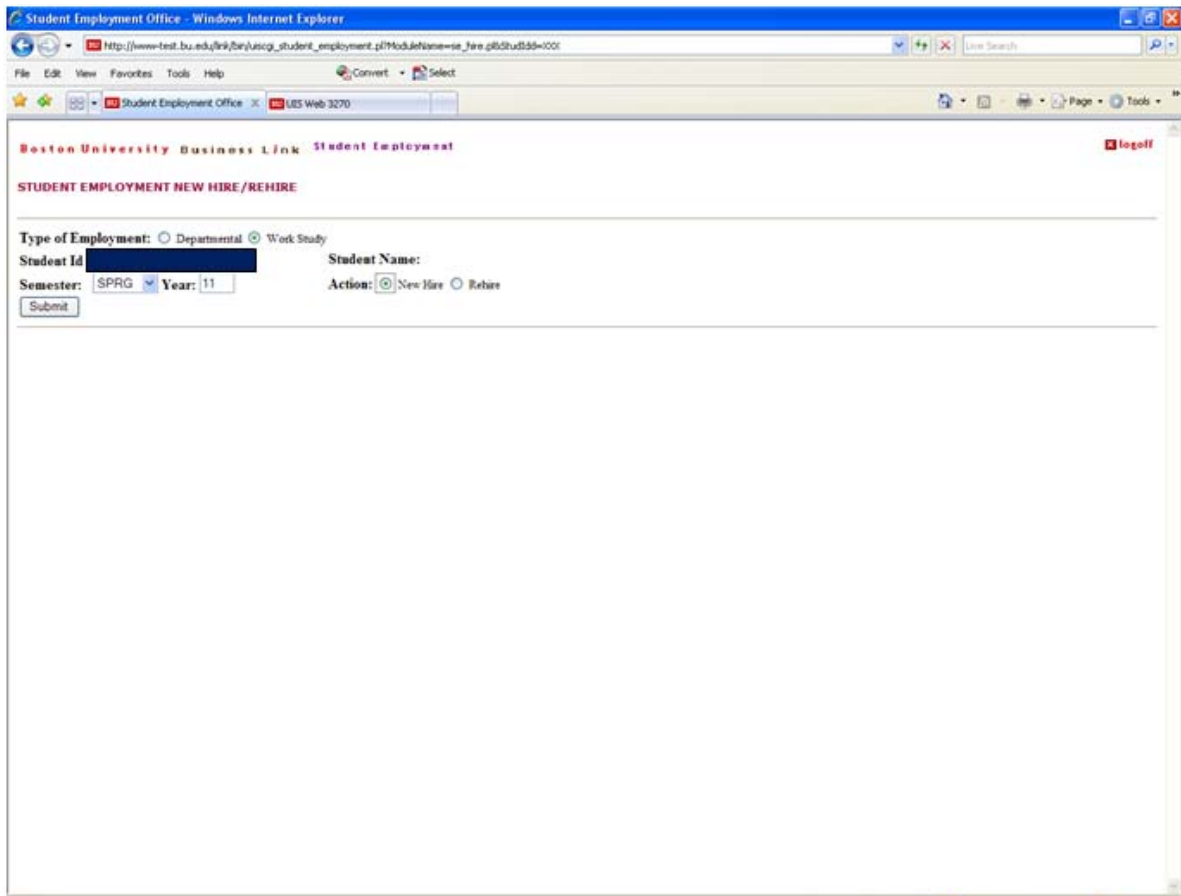
4. has never worked in your department

5. has worked in your department in a different job

6. has worked in your department and was paid out of departmental funds

   NOTE: One-time payments cannot be processed via work-study.

The **<u>rehire</u>** function will be used when you are hiring a student into a previously established job number and who meets **all** of the following criteria

4. is performing the same work as they did when previously employed in your department

5. is being paid out of the same unit/department

6. is being paid out of Work-Study funds again

- **Click submit**

http://www-test.bu.edu/link/bin/uscgi_student_employment.pl?ModuleName=se_hire.pl&Stud&id=XXX

File   Edit   View   Favorites   Tools   Help   Convert   ▾   Select

Student Employment Office   ×   UIS Web 3270   🏠 ▾ 🖨 ▾ Page ▾ Tools ▾

Boston University Business Link Student Employment   ✕ logoff

STUDENT EMPLOYMENT NEW HIRE/REHIRE

Type of Employment: ○ Departmental ⦿ Work Study
Student Id [REDACTED]   **Student Name:**
Semester: SPRG ▾ **Year:** 11   **Action:** ⦿ New Hire ○ Rehire
[Submit]

---

http://www-test.bu.edu/link/bin/uscgi_student_employment.pl

File   Edit   View   Favorites   Tools   Help   Convert   ▾   Select

Student Employment Office   ×   UIS Web 3270   🏠 ▾ 🖨 ▾ Page ▾ Tools ▾

Boston University Business Link Student Employment   ✕ logoff

STUDENT EMPLOYMENT NEW HIRE/REHIRE
FILL IN JOB NUMBER WHEN WORK STUDY IS SELECTED

Type of Employment: ○ Departmental ⦿ Work Study
Student Id: [REDACTED]   **Student Name:** [REDACTED]
Semester: SPRG ▾ **Year:** 11   **Action:** ⦿ New Hire ○ Rehire
[Submit]

SECTION ONE
Social Security Number: on file..
I9 Mail Code for New Employee: FWS00 Mark 'X' here to confirm that you have a valid I9 form: [ ]
Date I9 Completed: [10] [07] [13]
                        yy   mm   dd
Work Study Award: 2000.00
Job Number: [ ]

Employment Duration: Start Date   End Date
Semester Hourly Start Date: 11/01/17   [ ][ ][ ]   [ ][ ][ ]
Semester Wk-Salary Start Date: 10/12/27   yy mm dd   yy mm dd
Number of Hours Worked Per Week: [ ] **Number of Weeks During Employment: 0**
[Submit]

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Hourly Rate $ [ ] **WS Rate Change Reason Code:** [▾]
Weekly Salary $ [ ]

Input Tax Form: ○ Yes ○ No   **Mail Code Reference:** [▾]
[Submit]

SECTION W-4
Effective Year of W4: [2010]   **Country:**

The student's name should appear with one of the following messages at the top of the screen **FILL IN JOB NUMBER WHEN WORK STUDY IS SELECTED ** or **ENTER I-9 MAIL CODE AND VERIFY THAT YOU HAVE A VALID I-9 FORM**. Verify that the name that appears is the name of the student you wish to hire.

There are six possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

1. **ERROR - STUDENT NOT ON PERSONAL DATA FILE** - The ID number you entered is not on the Registrar's File. Verify that you have entered the ID number correctly. If you entered the number correctly check with the student or the student's supervisor to verify that you have been given the correct BUID number.

2. **ERROR – NOT ENROLLED** - The person you are going to hire is not enrolled for the semester you are attempting to hire him/her into. The person will have to register before you will be able to hire him/her.

3. **SOC-SEC-NUMBER MUST BE ENTERED FOR THIS STUDENT** - You need to enter a social security number for the student. If the student does not have a social security number, you must forward his/her hiring information to Student Payroll for processing.

4. **UNABLE TO UPDATE ADDRESS/CITY BLANK** - There is no United States address on the Registrar's file for the student. You will need to get a local address from the student. When you have a local address for the student, you should contact Student Payroll to have the address entered or the student may update his/her address on the Student Link.

5. **EMPLOYEE ACTIVE ON L2 – CR (OT, MD, OS or FY)** - The person you are going to hire is active on another payroll level. An employee cannot be active on the SE level and another level simultaneously. You must have the person terminated from the other payroll level before you may hire him/her.

6. **DISCONTINUE INPUTTING CONTACT STUDENT PAYROLL OFFICE** - Contact Student Payroll regarding this student. There are some students who require special permission to work. This permission is tracked by the Student Payroll Office.

Section One

- If the you received the message **ENTER I-9 MAIL CODE AND VERIFY THAT YOU HAVE A VALID I-9 FORM**, then the student has not worked at Boston University previously and must complete an I-9 before beginning to work. Once the student has completed his/her I-9, enter your department mail code as the I-9 mail code and type an X in the box certifying that you have the student's I-9. **No student should be allowed to begin work until an I-9 has been completed**. If you do not have any I-9 forms, you may download an I-9 from our website (http://www.bu.edu/seo////payroll/forms/).

- Check off the type of employment as Work-Study. This means your department will be charged for 30% of the student's gross earnings.

- For **all** Work-Study jobs enter the six-digit Work-Study job number. **Do not complete the grade and job code fields.**

- Enter the employment duration in *yy/mm/dd* format.

Type	Start	End
Hourly	Actual starting date. May <u>not</u> be prior to the program start date. For the academic year the start date of the program is the Monday of the first week of classes. For the summer program the start date is the day after Commencement.	Must be a Sunday date. May not be later than the program end date. For the academic year the program end date is Commencement Sunday. For the summer the program end date is the Sunday prior to the first day of classes.
Weekly-Salaried (only allowed for graduate students)	Must be a Monday. The academic year program runs from September through **April** and the Summer program runs from May through August.	Must be a Sunday date.
Piecemeal	These payments are not permitted on Work-Study.	

- Enter the number of hours to be worked per week. This should be entered as a whole number. Do not use decimals. It is important to be as accurate as possible when entering the number of hours to be worked per week. Departments should not arbitrarily enter 20 hours per week for all their jobs. **Work-Study students may not work more than 20 hours per week while classes are in session. NOTE**: If you will be paying the student out of multiple distributions, you should enter the number of hours that will be covered only under the distribution being entered. You may enter only one distribution per job. If you need to split a student's payment over multiple distributions, you will have to set up a job for each distribution to be used.

- **Click Submit.**

  You should get the following message at the top of the screen **SCROLL DOWN AND COMPLETE SECTION TWO**

  There are ten possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

  1. **INVALID REHIRE STUDENT NEVER WORKED THIS JOB BEFORE** - You cannot do a rehire for this job. You must treat this as a new hire.

  2. **END DATE FOR WEEKLY-SALARIED JOB MUST BE SUNDAY** - You should change the end date to a Sunday date. The Sunday date cannot exceed the program end date.

  3. **END DATE FOR HOURLY JOB MUST BE SUNDAY DATE YY MM DD** - You should change the end date of the job to the Sunday date after the student's last day of work. This ensures that you will be able to pay the student for his/her last time sheet. (For example: A student, whose last day of work is Friday, May 18, should have Sunday, May 20 entered as his/her end date.)

  4. **STUDENT ALREADY WORKS 20 HOURS** – You may get this message when you are hiring a student into a Work-Study job for the academic year. Work-Study students may not work more than 20 hours a week on Work-Study while classes are in session. You should discuss with the student if he/she has another Work-Study job and how many hours per week he/she is working on the other job(s).

  5. **STUDENT ALREADY WORKS 40 HOURS** – You may get this message when you are hiring a student into Work-Study job for the summer. Students should not be set up to work

more than 40 hours in a week. You should discuss with the student if he/she has another job and how many hours per week the student is working on the other job(s).

6. **ONLY X HOURS ARE ALLOWED FOR STUDENT ON THIS JOB** – The number of hours to be worked you entered will cause the student to exceed his/her maximum allowable hours per week. You should discuss with the student if he/she has another job and how many hours per week the student is working on the other job(s).

7. **ERROR STUDENT DOES NOT HAVE A WORK-STUDY AWARD** - The student does not have a Work-Study award for the program you are entering. You should check with the student regarding the status of his/her award. There are two possibilities. Either the student's award has been cancelled or the student was not awarded Work-Study as part of their financial aid package. The student should contact the Office of Financial Assistance with any questions. Graduate students should check with their graduate Financial Aid Coordinator. If you still plan on hiring this student, it must be done as departmental.

8. **ERROR STUDENT HAS NOT RESPONDED TO WORK-STUDY AWARD** - The student has been awarded Work-Study as a part of his/her financial aid package, but has not accepted the award. The student must accept his/her award before you will be able to enter the job. Undergraduates should check with Work-Study and graduate students should check with their graduate Financial Aid Coordinator.

9. **JOB NUMBER INVALID NOT ON SE WORK-STUDY FILE** - The job number you have entered does not exist. Double check that you have entered the number correctly. If you are entering a newly created job number, you should contact Work-Study to make sure that the job number has been entered onto the Work-Study file.

10. **JOB NUMBER ALREADY EXISTS FOR SEMESTER** - The student has already been hired into this job number for the semester.

Section Two

- The distribution will automatically be completed. You should verify the distribution. If you need to change the unit or department codes, you must contact Work-Study. If necessary, you may type over the source code (make sure the source field is highlighted before you begin typing) with a new source or blank out the source. **NOTE:** You may enter only one distribution. If you need to split a student's payment over multiple distributions, you will have to set up a job for each distribution to be used.

- Enter the check destination mail code. While student checks are no longer distributed to University departments, you should enter this information if you wish to be able to view the student's weekly earnings through payroll function PA15.

- Students wishing to work as research assistants in certain academic departments are **required** to complete a patent policy **before** beginning work. You may download a patent policy for the student to sign from our website (http://www.bu.edu/seo////payroll/forms/). If necessary, enter the patent mail code. The patent mail code is required for job code 55, 56 and 57 jobs in all (CAS, CCS, ENG, HPC00, MED, MET, NMR, PRCTR, PROV5, SAR, SDM, SP, UHC and UNI) mail codes.

- **For hourly payments** the pay rate will automatically appear and will include any merit increases the student is due for that job number. **NOTE:** The system cannot calculate merit that a student is due for employment in the same department under a different job number. It is important that you update the hourly rate field to include that merit if you are hiring a student into a new job number within your department. You may review the merit increase schedule by consulting the [Job Classifications Guide](http://www.bu.edu/seo////supervisors/guides/jobclass/) on our website (http://www.bu.edu/seo////supervisors/guides/jobclass/).

- **For weekly-salaried students** you will have to enter the weekly salary payment amount.

Hourly	Review the hourly rate of the job. The hourly rate must be equal to or greater than the minimum rate for the grade level for the Work-Study job number identified in section one. It should include any merit the student is due from previous employment in your department.
Weekly-Salaried	Enter the weekly-salary payment amount for the job. You may determine the weekly salary by taking the full amount the student is to be paid for the duration and dividing that amount by the number of weeks. Be sure that when entering this amount that the weekly-salary payment amount divided by the number of hours worked per week **conforms to minimum wage standards**. (**Valid** – $1000.00 divided by 20 hours equals $50.00. **Invalid** - $150.00 divided by 20 hours per week equals $7.50 per hour.)

- Click the appropriate tax form box.

- **Click Submit.**

- **If you clicked yes** for tax form you should get the following message at the top of the screen **SCROLL DOWN AND COMPLETE FORM W-4 SECTION**. And you should follow the tax form procedures.

- **If you clicked no** for tax form you should get the following message at the top of the screen **READY TO UPDATE RECORD. PRESS UPDATE BUTTON OR CLEAR TO CANCEL**. Review the information you have input. If you need to correct any information, click clear and reenter the information. If the record is ready to be updated, click update.

Social Security Number: on file..

I9 Mail Code for New Employee: FWS00 **Mark 'X' here to confirm that you have a valid I9 form:** X

Date I9 Completed: 10 07 13
 yy mm dd

Work Study Award: 2000.00

Job Number: 001204

FINANCE PAYROLL ASSISTANT

Employment Duration:

	Start Date	End Date
Semester Hourly Start Date: 11/01/17	11 01 17	11 05 22
Semester Wk-Salary Start Date: 10/12/27	yy mm dd	yy mm dd

Number of Hours Worked Per Week: 05   **Number of Weeks During Employment: 18**

[Submit]

SECTION TWO

Unit	Department	Object	Source	Mail Code	Check Destination	Patent Mail Code
015	240	0908		SEM01	SEM01	

Hourly Rate $: 9.00   **WS Rate Change Reason Code:** New Job Num. w/in dept(+merit) ▾

Weekly Salary $:

Input Tax Form: ◯ Yes ◉ No   **Mail Code Reference:** ▾

[Submit]

SECTION W-4

Effective Year of W4: 2010   **Country:**

Mark 'X' next to appropriate Martial Status: Single Married Married Withhold Higher Single Rate

Number Of Allowances You Are Claiming:

Additional Amount You Want Deducted: $ ___ or **Enter Non Resident Indicator (NRA):** ___

I Claim Exemption From Withholding: Mark 'X' Here If You Want

[Submit]

SECTION M-4

Number Of Exemptions Claimed:

Additional Withholding Amount: $

You should get the message **RECORD CAN BE APPROVED. PLEASE ENTER NEXT STUDENT**

Then you may begin entering the next student or exit from the New Hire/Rehire screen.

To exit from the New Hire/Rehire screen to go on to review or approve the records you have entered, click on "Student Employment" at the very top of the screen. This will bring you to the main menu page where you may select the Approve/Review/Delete option.

To exit from the New Hire/Rehire screen to go on to something else, click on the word "Logoff" at the very top of the screen.

There are nine possible error messages that you may get at this stage of entry. Here are the error messages and how you can go about resolving each of them.

1. **WALKER ERROR – INVALID SEGMENT GROUP** - There is a problem with either the source code or the unit/department code that you entered. You should check your records to determine if the source you entered is valid with the unit/department information you entered. If the information is correct, you should contact Research Accounting to resolves the problem. If it is necessary to change the department code of the job, you should contact Work-Study. It may be necessary for you to create a new job number.

2. **WALKER ERROR – INVALID SOURCE CODE** - The source code you entered is incorrect. Check the source and enter the correct information.

3. **WALKER ERROR – INVALID UNIT/DEPARTMENT VALUE** - The unit/department information you entered is no longer valid. Contact Work-Study to have the information on the job number updated. Or, if the information that has automatically appeared is correct, contact General Accounting to determine what the problem is.

4. **WALKER ERROR – INACTIVE SOURCE VALUE** - This means that the source code you have entered is not currently active. Contact Research Accounting.

5. **WALKER ERROR – INACTIVE FULL KEY** - The distribution you entered is not currently active. Contact Work-Study to have the information on the job number updated. Or, if the information that has automatically appeared is correct, contact General Accounting to determine what the problem is.

6. **MAIL CODE NOT FOUND ON TIME-SHEET-MAIL-CD FILE** - The mail code you entered is invalid. Check the mail code reference list for help. **Hint:** The last two characters of many mail codes are zeros.

7. ** ERROR - AMOUNT LESS THAN EFF HOURLY RATE** - The pay rate you entered is lower than the minimum rate for this job. Double-check the grade level you entered and any merit calculations. Any jobs with rates that must be lower than the effective rate must be submitted to Work-Study for approval and input.

8. **PATENT MAIL CODE REQUIRED FOR THIS JOB** - The student is working in a research job and needs to complete a patent release. The job may not be entered until the student completes the patent policy form. You may download a patent policy for the student to sign from our website (http://www.bu.edu/seo////supervisors/supervising/patent/).

9.   **UNIT/DEPT VALUE NOT IN ALLOWED RANGE VAL-SEC FOR XXXXXX** -- You do not have the authority to enter the distribution you are trying to enter. You should either correct the distribution you have entered or you will need to have your User ID's profile updated to include the distribution you are trying to enter.

Tax Form

If you have a W-4 to enter at the point of hire, you should scroll down to the W-4 section.

- Enter the last two digits (be sure the year field is highlighted before you begin typing) of the calendar year noted on the top of the W-4 form submitted by the student. The W-4 **must** be for the **current calendar year** if the student is claiming exempt. If the student is not claiming exempt, then the W-4 should be for the current calendar year or the previous year. If the W-4 is not for a correct year, the student **must** complete a new W-4 and you should complete the hire as if you did not have a W-4. You may download a current year's W-4 from our website http://www.bu.edu/seo////payroll/forms .

- Check off the appropriate marital status. If the student has not checked off a marital status, the W-4 should be returned to the student for correction and you should complete the hire as if you did not have a W-4.

- Enter the number of allowances the student is claiming on line 5 of the W-4. This is a three-digit field and any unused fields should be zero filled (i.e. 1 allowance should be entered as 001).

- Enter any additional amount to be deducted that the student has entered on line 6 of the W-4. You should be careful of any amount entered that is greater than $10. When students are weekly salary paid the additional amount to be deducted will be multiplied by 4.33 weeks (i.e. An additional amount to be deducted of $25.00 will become $108.25), so it is important to verify how much a student wants to be deducted before entering

If a student has claimed Exempt on line 7 of the W-4, _then line 5 on the W-4 must be blank_ as is explained in the instructions on the W-4. If the W-4 to claim exempt is properly completed, you should enter all zeroes on the allowances line and type an X in the exempt box.

Any W-4 that is not properly completed must be returned to the student to be corrected. This is a federal form and you may not make any changes to the form for the student.

- If the student has also submitted an M-4 (Massachusetts Certificate of Withholding), you should scroll down to the M-4 section. <u>Enter the number of allowances that the student has entered on the M-4</u>. This is a two-digit field and any unused field should be zero filled (i.e. 1 allowance should be entered as 01). _**If the student has checked off box D, then you should enter 99 as the number of allowances regardless of the number of allowances the student has entered on the M-4.**_

- **Click Submit.**

- You should get the following message at the top of the screen **READY TO UPDATE RECORD. PRESS UPDATE BUTTON OR CLEAR TO CANCEL**. Review the information you have input. If you need to correct any information, click clear and reenter the information. If the record is ready to be updated, click update.

You should get the message **RECORD CAN BE APPROVED. PLEASE ENTER NEXT STUDENT**

Then you may begin entering the next student or exit from the new hire/rehire screen.

To exit from the New Hire/Rehire screen to go on to review or approve the records you have entered, click on "Student Employment" at the very top of the screen. This will bring you to the main menu page where you may select the review or approval option.

To exit from the New Hire/Rehire screen to go on to something else, click on the word "Logoff" at the very top of the screen.

Tax Form Error Messages

There are five possible error messages.

1. **ALLOWANCES MUST BE LESS THAN 2 WHEN COUNTRY IS NOT IN THE FOREIGN ALLOW. TABLE** – Only international student from Korea, Japan (if entered the United States prior to March 30, 2007), India, Canada and Mexico are allowed to claim more than one exemption. The student must complete a new W-4 and must claim 1 with NRA entered on line 7.

2. **W-4 MUST BE ENTERED CLAIMING ALLOWANCES 001 AND NRA** - The international student you are hiring has never worked at Boston University before and is required to complete a W-4 before he/she can be hired.

3. **EXEMPT NOT ALLOWED FOR VISA TYPE F1** - International students may not claim exempt using a W-4. International students from countries with a tax treaty with the United States may claim exempt, but must come to Student Payroll to complete the proper documentation. You may view the list of countries with valid tax treaties by checking our website (http://www.bu.edu/seo/students/taxes/taxtreaty/).

4. **LINE 5 MUST BE 000 WHEN CLAIMING EXEMPT** - When entering exempt status for a U.S. citizen or permanent resident, you must enter 000 on line 5 and mark and X on the exempt line. NOTE: If an individual is claiming exempt, Line 5 of the W-4 must be blank and he/she must write "Exempt" on Line 7. If the student entered something on line 5 of the W-4, he/she must complete a new W-4 before it may be entered.

5. **W-4 YEAR MUST BE CURRENT OR LAST YEAR** - The year entered in the year box is two or more years ago. You must update this to the current year. NOTE: The date on the top-right of the W-4 completed by the student must be the current year. If the student has submitted a W-4 from a previous year, he/she must submit a new one. During the first three months of the calendar year it is acceptable to accept a W-4 with the previous year's date.

> **IMPORTANT**: If you get one of the error messages the tax form is invalid. You should continue to hire the student as if you did not have a tax form by clicking "No" in section 2. You may not make any changes to the W-4. A new W-4 completed by the student is required.

PROCEDURE FOR APPROVE/REVIEW/DELETE

The *Approve/Review/Delete* function allows you to view a record prior to approving the record and to approve the record. **NOTE:** Only those people with the E651 permit group will be allowed to approve a record.

From the Student Employment web menu click on the *Approve/Review/Delete* option under the Hiring Process Functions.

Enter your mail code and click the submit button.

The list of students who have had jobs entered in your mail code will appear.

If there is a student whose record you would like to review or approve, click in the box to the left of the student's record. If you would like to view all the students who have been entered for you mail code you may click the "Select All" option.

The first record you selected will appear.

Review the information you input paying close attention to the employment duration, distribution and rate of pay.

You will have three options at this point

1. Delete: Use this option if you find any errors. This will delete the record, to correct the errors, you will have to go the *New Hire/Rehire* function and reenter the hire with the correct information.
2. Approve: Use this option to approve the hire of a student, if the record is accurate. Once you approve a record it will become active.
3. Next: Use this to move onto the next record available for viewing without approving or deleting the record.

After you have done this the message **ALL MARKED STUDENTS WERE APPROVED. DATA BASE WAS UPDATED** will appear.

You may then either "Logoff" or return to the Student Employment web menu by clicking on "Student Employment" at the top of the screen.

Once a student's record has been approved, the record will be viewable on the *Student Employees by Unit/Dep or Mail Code* and *Student Employment Information* functions on the Business Link.

http://www.bu.edu/link/bin/uiscgi_student_employment.pl

File   Edit   View   Favorites   Tools   Help   Convert • Select

Student Employment Office

Boston University Business Link Student Employment   logoff

STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

VERIFY STUDENT DATA, APPROVE, DELETE OR SEE NEXT STUDENT   Back To Approve List

[Approve]   [Delete]   [Next->]

Student Id:_____   Semester:SPRG   Year:11 Job Number:L05510
Student Name:_____
                          SECTION ONE
Hire/Rehire: H   Type of Employment: S
I-9 Mail Code for New Employee:CASBI   Entry Date:
Citizenship: Visa Type: Work Expir Date:
                                                 Start Date   End Date
Employment Duration: 10 12 27   11 04 24
                                                 yy mm dd   yy mm dd
Number of Hours Worked Per Week: 20

                          SECTION TWO
Unit Department Object Source   Mail Code   Check Destination   Patent Mail Code
020   202   0902   23455   CASBI   CASBI   CASBI
Supervisor Name: NO MSA-QUERY RECORD FOUND
Pay Status:
Hourly Rate $:0.00   WS Job Rate Change Code :
Weekly Salary $:552.94
One Time Payment $:0.00

                          FORM W-4
Effective Year of W4:   Country:
                                                 Single   Married   Married Withhold Higher Single Rate
Martial Status:

Number Of Allowances You Are Claiming: 000
Non Resident Indicator:
Additional Amount You Want Deducted: $0000.00
I Claim Exemption From Withholding:

                          FORM M-4
Number Of Exemptions Claimed: 00
Additional Withholding Amount: $0000.00
Residence State:
Tax Method:
Tax Treaty:

Done   Internet   100%

start   Inbox - Mor...   269 Reminders   Student Em...   RE: Weekly-...   New Proced...   Web New H...   12:15 PM

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http://www.bu.edu/link/bin/uiscgi_student_employment.pl

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Student Employment Office

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STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

Enter Mail Code: OCS00

[Submit]

Check on a box located to the left of any student new hire/rehire record to approve or review student.
Scroll to bottom and click on Approve or Review/Delete.

Select All None	Mail Cd	Stud Id	Sem	Year	Stud Name	Job Num	Job Type	Pay Rate	WS Rate Chg Cd	Unit Dept Object Source	Date Hired
☐	OCS00		SPRG	11		H54900	H	10.80		072599 0908	20101220
☐	OCS00		SPRG	11		H54900	H	10.85		072599 0908	20101220
☐	OCS00		SPRG	11		H34900	H	8.95		072599 0908	20101220
☐	OCS00		SPRG	11		H26500	H	8.25		072599 0908	20101220
☐	OCS00		SPRG	11		H26500	H	8.25		072599 0908	20101220

[Review/Delete]   [Approve]

Done   Internet   100%

start   Inbox - Mor...   269 Reminders   Student Em...   RE: Weekly-...   New Proced...   Web New H...   12:13 PM

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STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

VERIFY STUDENT DATA, APPROVE, DELETE OR SEE NEXT STUDENT   Back To Approve List

[Approve]   [Delete]   [Next-->]

Student Id [redacted] Semester:SPRG   Year:11 Job Number:H54900
Student Name: [redacted]

SECTION ONE

Hire/Rehire: H   Type of Employment: S
I-9 Mail Code for New Employee:OCS00   Entry Date:
Citizenship: Visa Type: Work Expir Date:
                                                             Start Date   End Date
Employment Duration: 11 01 17   11 05 22
                                                             yy   mm   dd   yy   mm   dd
Number of Hours Worked Per Week: 20

SECTION TWO

Unit Department Object   Source   Mail Code   Check Destination   Patent Mail Code
072   599   0908   OCS00   OCS00
Supervisor Name: Hall, Jolaine
Pay Status:
Hourly Rate $:10.80   WS Job Rate Change Code :
Weekly Salary $:0.00
One Time Payment $:0.00

FORM W-4

Effective Year of W4:   Country:
                                                    Single   Married   Married Withhold Higher Single Rate
Martial Status:

Number Of Allowances You Are Claiming: 000
Non Resident Indicator:
Additional Amount You Want Deducted: $0000.00
I Claim Exemption From Withholding:

FORM M-4

Number Of Exemptions Claimed: 00
Additional Withholding Amount: $0000.00
Residence State:
Tax Method:
Tax Treaty:

Done   Internet   100%

start

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Convert   Select

Student Employment Office

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STUDENT EMPLOYMENT APPROVE/REVIEW/DELETE

ALL MARKED STUDENTS WERE APPROVED. DATA BASE WAS UPDATED

Enter Mail Code: casbi

Submit