

Guide: Processing a One-Time Payment for a Student Employee

Step 1: Hire the Student into a One-Time Job in JobX

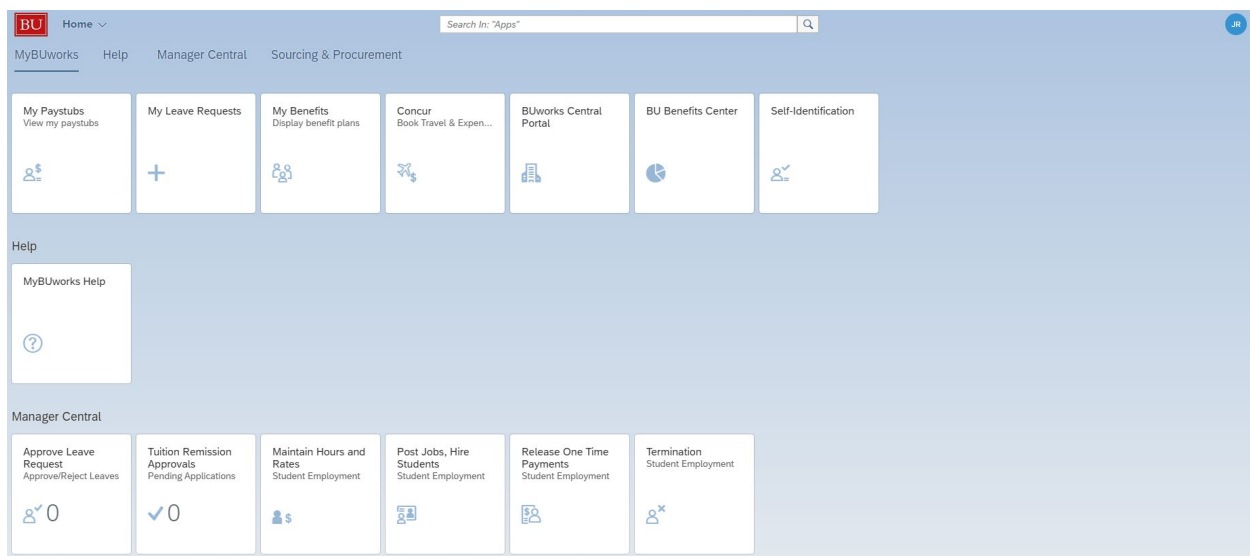
To initiate a one-time payment, you must first create a one-time job and hire the student into that job using **JobX**.

The process for hiring into a one-time job mirrors that of hiring a student into an hourly or weekly paid position.

✓ **Tip:** Be sure to complete all hiring steps in JobX as you would for any other student employment job.

Step 2: Log into MyBUworks

Once the student has been successfully hired, go to bu.edu/mybuworks and log in using your BU credentials.



Step 3: Access the One-Time Payment Release Tile

- Navigate to and select the **"Release One-Time Payment"** tile.
- You will see a list of all successfully submitted one-time payments assigned to your **Org Unit**.



Step 4: Release the One-Time Payment

- Locate the student and payment you wish to release.
- Click the "**Release**" button next to the appropriate entry.

⚠ Note: Payments should ideally be released **after the work has been completed**—typically in the payroll period following the work.

Step 5: Payment Processing

- Once released, the payment will be disbursed in the **next available payroll cycle**.

If you have any questions or encounter issues, please contact the Student Employment Office for assistance.
