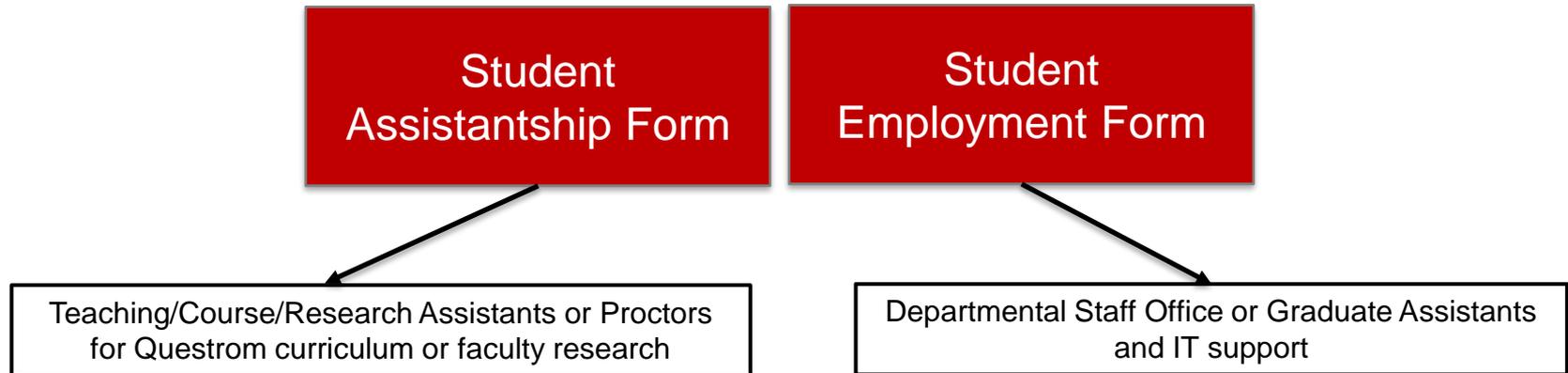


Employment Forms

Student Assistants
and Employees

Student Employment Forms



- Both hiring forms can be downloaded from the **Questrom World Administrative Toolkit**
 - [Student Assistantship Form](#)
 - [Student Employment Form](#)
- All completed forms should be submitted in digital (PDF) format to qstpay@bu.edu

Student Employment Basics

- Student hiring forms must be submitted before the student is scheduled to begin working.
 - A student can work up to 20 hours a week during the academic year; 40 during the intersession break and summer.
 - If they have more than one position, their combined hours cannot exceed 20.
- If a student has not worked for BU previously, they will need to complete an I-9. This will likely delay the hiring process by a few days if not weeks.
- Students **cannot begin working** prior to completing their I-9 and receiving a hiring confirmation from the Questrom payroll department.

STUDENT ASSISTANTSHIP FORM: CURRICULUM OR RESEARCH SUPPORT

1.

Student completes top section

- If they have not worked on campus before, they should send an email to qstpay@bu.edu

2.

Supervisor completes Work Assignment section

- Selects type of appointment
- The Pay Scale column has the hourly rate based on the student's year.

3.

Complete all fields with student position info

- Course number/section is for TA/CA, not RAs
- The Account/Cost Center is the 10-digit SAP number- please consult payroll if you are unsure which account to charge.

4.

Specify length of employment

- Students are hired one semester at a time (unless an RA).
- If employment does not fit semester dates, select **Other**.

5.

Primary supervisor signs first line

- If the position is funded by the TA budget, the Department Authorization is **Norm Blanchard**.
- If funded directly by a research account or the department, it is signed by **department chair**.

Questrom School of Business
STUDENT ASSISTANTSHIP FORM
 (CURRICULUM SUPPORT or RESEARCH)

Note: ALL sections of this form must be completed. Incomplete forms will be returned.

Please submit in PDF Format

EMPLOYEE PERSONAL INFORMATION											
ARE YOU:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Doctoral								
WORK AUTHORIZATION STATUS:	<input type="checkbox"/> U.S. Citizen/Permanent Resident										
	<input type="checkbox"/> Visa	Country of Citizenship: _____									
WORKED ON CAMPUS BEFORE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	**Please contact the Payroll Administrator for additional hire paperwork								
Last Name _____		First Name _____	BUID _____								
Local Address _____		City _____	State _____ Zip Code _____								
Email _____		Phone Number _____									
WORK ASSIGNMENT											
Type of Appointment (check one):											
<input type="checkbox"/> Proctor	A registered student whose duties include helping to administer exams (including distribution, collection, and verification of identity), helping the instructor maintain academic integrity at exams, and serving as a witness should an incident of alleged academic misconduct occur.		<table border="1"> <thead> <tr> <th colspan="2">Pay Scale</th> </tr> </thead> <tbody> <tr> <td>Proctor:</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Undergraduate</td> <td>\$13.50</td> </tr> <tr> <td><input type="checkbox"/> Graduate</td> <td>\$15.00</td> </tr> </tbody> </table>	Pay Scale		Proctor:		<input type="checkbox"/> Undergraduate	\$13.50	<input type="checkbox"/> Graduate	\$15.00
Pay Scale											
Proctor:											
<input type="checkbox"/> Undergraduate	\$13.50										
<input type="checkbox"/> Graduate	\$15.00										
<input type="checkbox"/> Course Assistant:	A registered student whose duties include conducting discussions sections or labs, grading assignments and multiple-choice exams, holding office hours for tutoring, and proctoring exams.		<table border="1"> <thead> <tr> <th colspan="2">Course Assistant:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Undergraduate</td> <td>\$13.50</td> </tr> <tr> <td><input type="checkbox"/> Graduate</td> <td>\$15.00</td> </tr> <tr> <td><input type="checkbox"/> Doctoral</td> <td>\$15.00</td> </tr> </tbody> </table>	Course Assistant:		<input type="checkbox"/> Undergraduate	\$13.50	<input type="checkbox"/> Graduate	\$15.00	<input type="checkbox"/> Doctoral	\$15.00
Course Assistant:											
<input type="checkbox"/> Undergraduate	\$13.50										
<input type="checkbox"/> Graduate	\$15.00										
<input type="checkbox"/> Doctoral	\$15.00										
<input type="checkbox"/> Teaching Assistant:	A registered student who performs the duties of a Course Assistant and serves as an instructional apprentice under the supervision of a faculty member.		<table border="1"> <thead> <tr> <th colspan="2">Teaching Assistant:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Undergraduate</td> <td>\$14.00</td> </tr> <tr> <td><input type="checkbox"/> Graduate</td> <td>\$16.00</td> </tr> <tr> <td><input type="checkbox"/> Doctoral</td> <td>\$20.00</td> </tr> </tbody> </table>	Teaching Assistant:		<input type="checkbox"/> Undergraduate	\$14.00	<input type="checkbox"/> Graduate	\$16.00	<input type="checkbox"/> Doctoral	\$20.00
Teaching Assistant:											
<input type="checkbox"/> Undergraduate	\$14.00										
<input type="checkbox"/> Graduate	\$16.00										
<input type="checkbox"/> Doctoral	\$20.00										
<input type="checkbox"/> Research Assistant:	A registered student who works with an individual faculty member on specific research project.		<table border="1"> <thead> <tr> <th colspan="2">Research Assistant:</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Undergraduate</td> <td>\$13.50 - \$15.00</td> </tr> <tr> <td><input type="checkbox"/> Graduate</td> <td>\$16.00 - \$18.00</td> </tr> <tr> <td><input type="checkbox"/> Doctoral</td> <td>\$20.00 - \$22.00</td> </tr> </tbody> </table>	Research Assistant:		<input type="checkbox"/> Undergraduate	\$13.50 - \$15.00	<input type="checkbox"/> Graduate	\$16.00 - \$18.00	<input type="checkbox"/> Doctoral	\$20.00 - \$22.00
Research Assistant:											
<input type="checkbox"/> Undergraduate	\$13.50 - \$15.00										
<input type="checkbox"/> Graduate	\$16.00 - \$18.00										
<input type="checkbox"/> Doctoral	\$20.00 - \$22.00										
Professor/Department _____	Course Number/Section _____	Pay Rate _____	Approx. Hrs/Week _____								
Student's First Day of Work _____	Account/Cost Center _____										
Employment Duration:											
<input type="checkbox"/> Other (if dates do not align with semester) (Start Date: _____ End Date: _____)											
<input type="checkbox"/> Fall 2021 (8/30/21 - 1/16/22) <input type="checkbox"/> Spring 2022 (1/17/22 - 5/22/22) <input type="checkbox"/> Summer I 2022 (5/23/22 - 6/19/22) <input type="checkbox"/> Summer II 2022 (6/20/22 - 8/28/22)											
AUTHORIZATION											
Supervisor's Name (print) _____		Supervisor's Signature _____	Date _____								
Department Authorization Name _____		Department Authorization Signature _____	Date _____								

STUDENT EMPLOYMENT FORM: DEPARTMENT AND STAFF SUPPORT

Questrom School of Business

STUDENT EMPLOYMENT/WORK STUDY FORM

Note: ALL sections of this form must be completed. Incomplete forms will be returned.

Please submit in PDF format.

1.
Student completes top section

- If they have not worked on campus before, they should send an email to gstpay@bu.edu

2.
Supervisor completes Work Assignment section

- Select the appropriate fields.
- Students are not automatically hired into a work-study position so please be sure to ask if they were given an award. Their award is intended to last the full academic year.

3.
Complete all fields with student position info

- The department determines the appropriate pay rate based on experience and responsibilities.
- Estimated hours per week should be a single number not a range
- The Account/Cost Center is the 10 digit SAP number.
- If not working the traditional semester dates, select **Other** and list dates.

4.
Primary supervisor signs first line

- The primary and secondary supervisor will be listed to approve the student's hours on the Student Payroll website.
- The Asst Dean will be the final department authorization signature.

EMPLOYEE PERSONAL INFORMATION			
ARE YOU: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Doctoral			
WORK AUTHORIZATION STATUS: <input type="checkbox"/> U.S. Citizen/Permanent Resident			
<input type="checkbox"/> Visa - Country of Citizenship: _____			
WORKED ON CAMPUS BEFORE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
*Please contact the Payroll Administrator for additional hire paperwork			
Last Name _____		First Name _____	BUID _____
Local Address _____		City _____	State _____ Zip Code _____
Email _____		Phone Number _____	
WORK ASSIGNMENT			
<input type="checkbox"/> New Hire <input type="checkbox"/> Rehire			
Type of Work: <input type="checkbox"/> Departmental: 100% of student's salary is paid by the department			
<input type="checkbox"/> Work-study: an award granted through a student's Financial Aid package by the Federal Work-Study Program			
Job #: _____			
<input type="checkbox"/> One-Time Payment: a student hired for a specific job lasting no longer than a week (ex: musician)			
***Please Note: international students cannot be hired as a one-time payment			
Total Compensation: \$ _____			
Type of Work Completed: _____			
Student's First Day of Work _____		Approx. Hours Per Week _____	Pay Rate \$ _____
Department _____		Account/Cost Center _____	
Employment Duration:			
<input type="checkbox"/> Other (if dates do not align with semester) (Start Date: _____ End Date: _____)			
<input type="checkbox"/> Fall 2021 (8/30/21 - 1/16/22)	<input type="checkbox"/> Spring 2022 (1/17/22 - 5/22/22)	<input type="checkbox"/> Summer I 2022 (5/23/22 - 6/19/22)	<input type="checkbox"/> Summer II 2022 (6/20/22 - 8/28/22)
AUTHORIZATION			
Primary Supervisor's Name (print) _____		Primary Supervisor's Signature _____	Date _____
Secondary Supervisor's Name (print) _____			
Department Authorization Signature _____		Date _____	

