

**Temporary Employees:**

**-Definition:** A Temporary Employee works in a part-time, or full-time, position for a short-term assignment. They are hired directly by your department and paid through the University’s payroll system, not through Accounts Payable (see Independent Contractor section below).

**-Hiring Process:** The Questrom Dean’s Office must be informed of a new temporary employee at least one month prior to his/her start date. The first step is to submit a completed Employee Hire Form (link to forms) along with their resume and a memo specifying their job responsibilities. A temporary position will be created in BUworks and the employee will be contacted by Central HR to set-up an I-9 appointment. Below are the documents needed to complete the I-9. Copies will not be accepted.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.				
<b>List A</b>	<b>OR</b>	<b>List B</b>	<b>AND</b>	<b>List C</b>
U.S. Passport or U.S. Passport Card		State Driver’s License or Identification card		Social Security Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-1551)		School ID with photograph		Birth Certificate issued by a state or territory of the United States
				Certificate of Birth Abroad issued by the Department on State

Once the I-9 has been completed, the employee will be hired into the position. Within the first few days of employment, the temporary employee will meet with the Senior Payroll Coordinator in the Questrom Dean’s Office where they will be trained on payroll and the Employee Self-Service tab in BUworks.

**-Paycycle:**

June 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Pay Period Begins	3	4	5	6	7
8 Pay Period Ends	9	10	11	12	13 Pay Date	14

**-Timesheet Entry:** Temporary employees will enter hours each week through the Employee Self-Service tab. The supervisor will then approve or reject those hours in Manager Self-Service. Temporary employees are subject to the same labor laws as regular non-exempt staff. More specifically, they receive a one-and-one-half times their normal rate when working an excess of 40 hours in one pay week. They also must take at least a 30-minute unpaid break for every 6 consecutive hours of work.

**-Deadlines:** Temporary employees must have hours input and released every Friday. Supervisors have to approve those hours by Monday at 12pm, unless otherwise instructed. Any early payroll deadlines will be communicated in advance via email.

**-Payment:** As an hourly employee, temporary employees are paid on a weekly basis. Each week, hours are approved by their supervisor. Without that approval, the employee will not get paid. Pay stub information is also found in the Employee Self-Service tab of BUworks under Benefits and Pay.

**-Benefits:** Temporary Employees are paid only for time worked, and by definition are not eligible to participate in various University benefits. Those benefits include paid time off, as well as holiday or intersession pay. Temporary employees cannot work during BU Holidays, Emergency Closings, or Intersession.

**-Independent Contractors:** Before hiring an individual (or a company with only one employee) to do work for the University as an Independent Contractor, consultant, freelancer, or vendor, we must evaluate whether he or she should be classified as an Employee or Independent Contractor. For more information on determining eligibility, please visit Sourcing & Procurement section.

### Student Employees:

**-Definition:** A student employee is hired to complete work on-campus at Boston University while enrolled in a degree program. This includes, but not limited to, office work, Course/Teaching Assistant, or assisting with research. Upon graduation or withdrawal from the University, the student is automatically terminated from the Student Payroll system and cannot be rehired unless enrolled in another degree program. On-campus jobs are broken into two categories: Student Employment and Work-Study.

**\*Student Employment:** A student employee whose department budget is charged 100% of the student's earnings.

**\*Work-Study:** Work-Study employment is only available to students who meet the federal guidelines and have participated in the Federal Work-Study Program. It is an award given to eligible students as part of their financial aid package. The award is granted for the academic year and has a Maximum Earning Level. Work-Study funds 70% of the student's earning; the department is responsible for the remaining 30%. Once the Maximum Earning Level has been reached, the student is no longer funded by the Work-Study Program and the student is either terminated or the student is hired in a Student Employment position where 100% of the student's earnings are charged to the department budget. Each semester the student has until a pre-determined date (usually in the second month of the semester) to be hired into a Work-study position or they will lose their award.

**-Eligibility Criteria:** For any student position on campus, during the academic year, the student must meet the following criteria:

U.S. Citizens and Eligible Non-Citizens	International Students
Be enrolled full- or part-time in a degree-seeking graduate or undergraduate program.	Be registered full-time (or certified as full-time by your school or college) for each semester, unless it is your last semester.
or	and
Be in the first semester of an approved Leave of Absence (LOA) from the University.	Have <a href="#">authorization from the International Students and Scholars Office (ISSO)</a> to gain access to on-campus job listings and to work on campus.

\*\*Work permission is usually granted to students with F-1 or J-1 immigration status. You may work through the authorized date by the ISSO or until graduation or withdrawal from Boston University, whichever comes first. If your work authorization expires, you may not work until you are granted an extension by the ISSO. International students with pending applications for permanent residence may work on campus if they have an Employment Authorization Document (EAD).

For summer employment, the student must meet the following criteria:

U.S. Citizens and Eligible Non-Citizens	International Students
Enrolled in summer classes or identified on the Registrar's file as <b>eligible to register</b> for the upcoming fall semester (i.e., incoming freshmen).	Enrolled for the summer or <b>enrolled at least part-time</b> for the fall semester. If you will be graduating in September, consult with <a href="#">ISSO</a> regarding full-time enrollment requirements for summer.*

**-Job Posting:** All student employment jobs are posted to BU's online job board and are accessible to all students. Speak with the department's Program Coordinator, prior to posting a job. Each Program Coordinator is responsible for maintaining the position by removing the position once filled, reposting the position when needed, and editing the position appropriately. For more information on posting a job, visit the following links on the Student Employment website.

\*Student Employment Job: <http://www.bu.edu/seo/supervisors/posting/>

\*Work-Study Job: <http://www.bu.edu/seo/supervisors/posting/posting-fws/>

**-Paperwork/Forms:** There are two possible forms needed to hire a student. Once completed, that form is submitted to the Senior Payroll Coordinator in the SMG Dean's Office.

\*Student Employment Form: This form is used for office positions or miscellaneous work to support a department.

\*Student Assistantship Form: This form is used for work assisting a professor with a class or conducting research for a faculty.

**-Additional Paperwork:** If the student has previously worked on campus, no additional paperwork is needed. If the student has not worked on campus, an I-9 (Employment Eligibility Verification Form) and W-4 will need to be completed. Forms are to be completed in person within the first week of work. The student cannot be hired or paid until these forms have been submitted.

**\*Domestic Students:** Below are examples of acceptable unexpired documents needed to complete an I-9. Originals are required; photocopies will not be accepted.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.			
List A	OR	List B	AND List C
U.S. Passport or U.S. Passport Card		State Driver's License or Identification card	Social Security Card
Permanent Resident Card or Alien Registration Receipt Card (Form I-1551)		School ID with photograph	Birth Certificate issued by a state or territory of the United States
			Certificate of Birth Abroad issued by the Department on State

**\*International Students:** All I-9's are completed at the International Student and Scholars Office (ISSO). Prior to going, the student must visit Questrom's Senior Payroll Coordinator for a Social Security Certification Letter. Boston University requires all international students to apply for a Social Security Number, if they do not already have one. That letter is signed by the student's immediate supervisor. The student takes the letter, along with their BUID, visa, and I-20 or DS-2019 to ISSO and completes their I-9. ISSO will enter the student's information into the Student Payroll system, the student is then able to be hired into the position. A social security number is not needed to get hired and paid; however, the student must still obtain one per University policy. W-4's are completed at Student Payroll once they have obtained their Social Security Card.

**-Pay cycle:**

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**-Time Entry:** Student Payroll is input and approved weekly through a system called Legacy, not BUworks. If the student is paid a weekly salary, there is no time entry needed. Hourly paid students are required to complete weekly timesheets for hours worked. The student can only input hours in the current pay week. If the deadline is missed to input hours for that week, the student's supervisor will input those hours on the student's behalf.

**-Deadlines:** The payroll system will allow students to input time from Monday at 12:01AM until Sunday at 11:59PM. Once the deadline has passed, supervisors must approve their student's timesheet by Monday at 12:00PM. Any early payroll deadlines will be communicated with supervisors in advance, via email. They will then inform students.

**-Checks/Direct Deposit:** Once hired into the position, the student must sign up for direct deposit. Click **here** (<http://www.bu.edu/seo/students/pay/direct-deposit/>) for instructions on how to enroll. It takes at least one week for the request to be processed. Until then, student employees can pick up their checks at the Student Employment Office (881 Commonwealth Ave, 2<sup>nd</sup> Fl; Monday through Friday 9am-5pm). Students who do not have a social security number, and are thus not eligible for direct deposit, must also pick up their checks at the Student Employment Office.

Non-Exempt Staff:

**-Definition:** Non-exempt staff are paid weekly and record all hours worked. Most are covered by the L2324 United Auto Workers Agreement as specified in their hire paperwork. If not specified, they are covered by the BU Employee Handbook (<http://www.bu.edu/hr/documents/employee-handbook.pdf>).

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**-Time Entry:** All non-exempt staff complete weekly timesheets in the Employee Self-Service (ESS) tab of BUworks. The timesheets should accurately reflect both paid and unpaid attendance and time-off. When entering hours worked, the start and end times are in military time. Staff must also take at least a thirty minute unpaid break for every six consecutive hours worked. Every time an entry is made, it should be saved. On the last day of the employee's work week, the employee will release their hours for the supervisor to review and approve.

**-Deadlines:** Non-exempt staff release their hours every Friday. Supervisors have to approve those hours by Monday at 12pm, unless otherwise instructed. Any early payroll deadlines will be communicated in advance via email.

**-Paycheck/Direct Deposit:** All employees are required to sign up for direct deposit. Click **here** for instructions (<https://prw.buw.bu.edu/qm/folder-1.11.5371?mode=EU>). Electronic pay stubs are accessible every Friday and can be viewed in Employee Self-Service (ESS). For employees without direct deposit, paychecks can be picked up from the department's Program Coordinator.

**-Time-Off Request:**

\*Employee: All time off requests are tracked through BUWorks. Employees will submit their requests online for their supervisor to approve. For instructions on how to submit a time off request, Click **here** (<http://www.bu.edu/buworks/files/2014/08/EnterEdit-or-Delete-aTime-Off-Request-Quick-Reference-for-Exempt-and-Non-Exempt-employees.pdf>)

\*Supervisor: Supervisors **approve an employee's time off** (<http://www.bu.edu/buworks/files/2014/08/Manager-Tasks-Employee-Absence-Approval-MSS-QRG.pdf>) requests through Manager Self-Service (MSS) or their Worklist in BUWorks.

Exempt Staff:

-**Definition**: Monthly paid staff who are exempt from overtime pay. Employment policies are covered by the University's Employee Handbook (<http://www.bu.edu/hr/documents/employee-handbook.pdf>).

-**Paycheck/Direct Deposit**: When hired into the payroll system, exempt staff are set-up with an automatic monthly payment. All employees are required to sign up for direct deposit. Click **here** for instructions (<https://prw.buw.bu.edu/gm/folder-1.11.5371?mode=EU>). Electronic pay stubs are accessible on the last working day of the month and can be viewed in Employee Self-Service (ESS) under Benefits and Pay and Salary Statement. For those without direct deposit, paychecks can be picked up from the department's Program Coordinator.

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\*Employee: All time off requests are tracked through BUWorks. Employees will submit their requests online for their supervisor to approve. For instructions on how to submit a time off request, Click **here** (<http://www.bu.edu/buworks/files/2014/08/EnterEdit-or-Delete-aTime-Off-Request-Quick-Reference-for-Exempt-and-Non-Exempt-employees.pdf>)

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