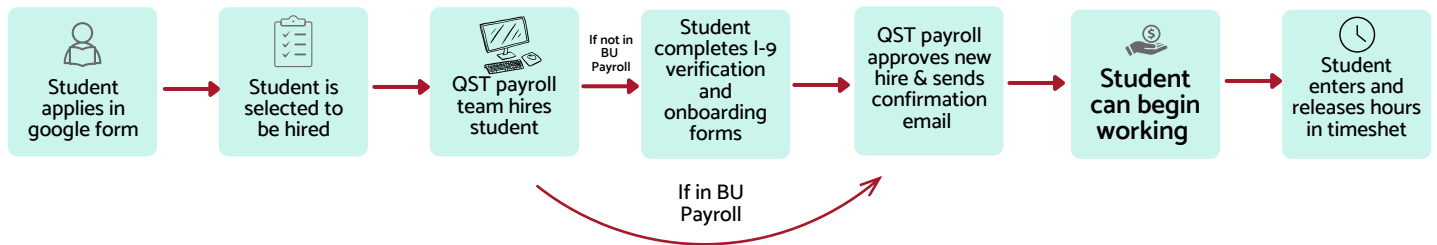


QUESTROM PROCTORS

SEND ALL PROCTOR PAYROLL QUESTIONS TO

[Questrom Payroll - qstpay@bu.edu](mailto:qstpay@bu.edu)

WORKFLOW & TIMELINE



Proctor Scheduling Process

- You will work with the Registrar's Office to schedule your proctor slot. They will provide you with the details on your shift and what you need to do.
- If you have been scheduled for a shift but are unable to work, please let the Registrar's Office AND the Professor know at least 24 hours ahead so we can reassign the shift.
- When you've completed your shift, please enter the hours you worked into your timesheet for payroll to approve.

Proctor Payroll Details

- If you have NOT worked for BU before, you will need to complete an I-9 with Questrom Payroll before you can be set up for payment.
- If you are already working for BU and have signed up for direct deposit, your paychecks will be deposited into the bank account you have on file.
- If you have not signed up yet, you can do so using these instructions. You will be sent a paper check in the mail to the address on your Student Link until you sign up for direct deposit.
- If you need to apply for a Social Security Number, please reach out to Questrom Payroll at qstpay@bu.edu.

IMPORTANT!

- You CANNOT begin working until you've received hiring confirmation from Questrom Payroll.
- You are limited to **20 hours per week** across all student jobs during the academic year (Sept-May), excluding intersession.



Have questions?
Ask the Payroll Administrator
qstpay@bu.edu