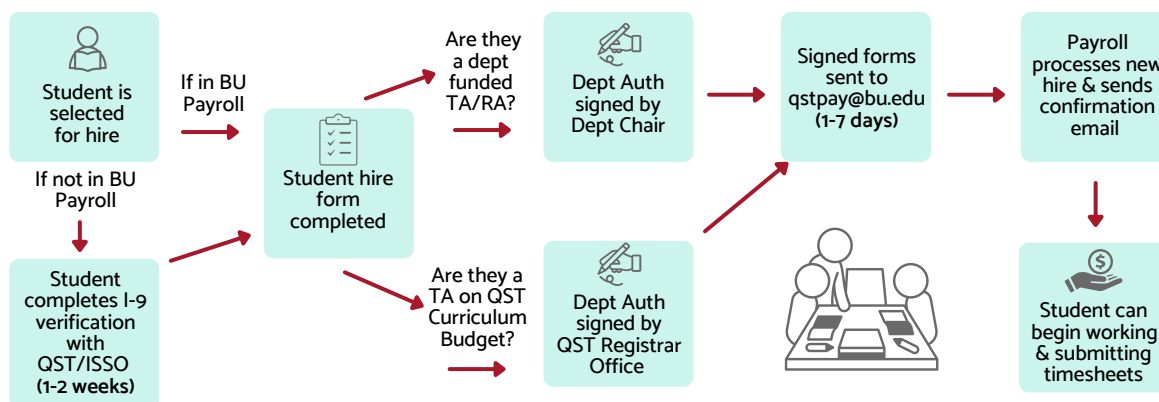


# STUDENT EMPLOYEES

**WORKFLOW & TIMELINE** It can take anywhere from 1-3 weeks to process a new student employee for hire in the BU payroll system. Involve Questrom Student Payroll (qstpay@bu.edu) early in the process.



## Student Employment Contacts

SEND ALL STUDENT PAYROLL FORMS TO:

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

**Payroll Administrator (Teaching Assistants):**

[Aprille O'Neill - aprilleo@bu.edu](mailto:aprilleo@bu.edu)

**Finance Administrator (Research Assistants):**

[James Kent - jkent@bu.edu](mailto:jkent@bu.edu)

**Department Administrators:**

[Jesse Swift - jbswift@bu.edu](mailto:jbswift@bu.edu)

[Nasiba Rexiati - nrexciati@bu.edu](mailto:nrexciati@bu.edu)

**Questrom Registrar (TA Budget Authorization):**

[Norm Blanchard/Liz Harmison - questromreg@bu.edu](mailto:questromreg@bu.edu)

### QUICK LINKS:



[Questrom Administrators Toolkit](#)



[Student Assistantship Form](#)



[Student Employment Hiring Guide](#)



[Student Work Hours Policy](#)



## IMPORTANT



Student Employees:

- CANNOT begin working until their paperwork has been submitted AND a hiring confirmation has been sent from Questrom Payroll to the student.
- must complete their I-9 federal employment verification prior to beginning work or being hired (if they have not worked for BU before)
- are limited to **20 hours per week** across all student jobs during the academic year (Sept-May), excluding intersession.

Doctoral students receive a fellowship stipend and can only work **5 hours per week**.

Please keep your student's weekly work in alignment with the estimated hours on their hire form (for budget management).



Have questions?

Need help with hiring a student?

Ask the Payroll Administrator!

[qstpay@bu.edu](mailto:qstpay@bu.edu)