

Questrom Temporary Employees: On-boarding Guide for Staff Hiring Managers/Program Offices

Temporary Employee Terms

- BU defines a Temporary Employee as an individual who works in either a part-time or full-time position with an assignment lasting less than nine (9) months.
- Temporary Employees are paid only for time worked and are not eligible to receive University benefits other than statutory benefits such as worker's compensation and unemployment compensation.
- Temporary Employees are not eligible for vacation pay, holiday or Intersession pay, or participation in many of the University's benefit plans.
- Temporary employees hired through BU payroll, whose primary place of work is in Massachusetts, [accrue earned sick leave](#) through working at a rate of one (1) hour of earned Sick Leave for every thirty (30) hours of work, including overtime hours, up to forty (40) hours per calendar year. Temporary employees begin accruing earned Sick Leave on their first day worked and may begin to use their earned Sick Leave ninety (90) calendar days after the date of hire.
- Temporary Employees are eligible to participate in the Boston University [Retirement Plan](#) and the [Supplemental Retirement & Savings Plan](#) provided they meet the eligibility requirements as outlined in the Faculty & Staff Benefits Handbook.

On-boarding temporary employees

Payroll:

- Once a new hire is processed through SAP, they will receive an auto-generated email from HR to set up their BU email and Kerberos. They will also be instructed to complete their I-9 employment verification form. This step must be completed within 3 days of payroll start date. I-9s are processed remotely and new hires should follow the instructions provided via the auto-generated email for filling out and submitting the form and supplemental documents. ***Please direct any questions about this I-9 process to onboard@bu.edu.***
 - Please do not send I-9 verification documents to Questrom payroll
 - For security purposes, utilize the secure email inbox provided by Central HR for your documents (link included in the auto-generated onboarding email)
- Questrom Payroll (gstpay@bu.edu) will reach out to the new hire to explain timekeeping and other payroll procedures.

Building Access and Office Keys:

- Departments are responsible for providing workspace for temporary hires within their assigned office space.

- Prior to the new hire's arrival, submit a ticket through QuestromFixit ([QuestromFixit.bu.edu](https://questromfixit.bu.edu)) with the employee's name, office assignment and BUID#. An office key will be available for pick-up from Cam Phillip (office #504J) on the employee's first day and swipe card access will be granted where applicable.

IT Access:

- Reach out to the Questrom IT help desk (questromhelp@bu.edu) prior to the new hire's arrival to request any IT related needs and schedule an IT orientation, if applicable.

BU ID Card:

- Temporary employees are eligible to receive a BU ID Card. Cards can be requested online here: <https://www.bu.edu/hr/employee-resources/bu-identification-card-terrier-card/terrier-cards-during-covid/>.

COVID policies and procedures:

- Be sure to inform your new hire of [COVID related policies and procedures](#). Temporary employees who are working on campus in any capacity will be required to adhere to all BU COVID related mandates, such as vaccine requirements.
- [COVID vaccine compliance](#): Boston University requires all students, faculty, and staff vaccinated and boosted, including temporary employees. New staff are required to upload vaccination records onto the [Healthway](#) portal. As BU does for other required vaccinations, there is a process for accommodating medical and religious exemptions. *New staff will have 4 weeks after their first day to upload their documentation.*
- For additional questions new staff are encouraged to utilize the following resources:
 - The [BU Covid-19 Information Webpage](#) for updated news, videos, and tutorials around COVID protocols.
 - [Occupational Health](#) (617-353-0550): For all faculty and staff who are symptomatic, have tested positive, or to speak with a healthcare provider or contact tracer. If employees press 4, they are re-routed to the COVID-19 support line.
 - COVID-19 Support Line (covidhelp@bu.edu or 617-358-4990): For all faculty and staff who have nonmedical questions related to COVID-19.