Welcome!

This brochure is a quick reference for BC students with questions about hourly-paid/weekly payroll student employment.

Benefits of student employment include:

- Gaining practical employment experience
- Learning from mentors and role models
- Developing networking contacts and potential future references
- Earning income to help students with educational and living expenses

After reading this brochure, visit the Student Employment website at www.bc.edu/studentemployment to review job listings or to learn more about becoming a student employee at Boston College.

You may also view our Student Employment video tutorial, a short presentation about:

- Student Job Listings and the Hiring process.
- Federal Work-Study (FWS) and non-work study.
- Off-campus FWS, which requires a student having been awarded FWS.
- Forms that need to be completed.
- Other employment resources, including CollegeHelpers.com

You can find this tutorial at www.bc.edu/offices/stserv/video_student_employment.html.

UNIVERSITY POLICY—STUDENT HOURS AT BOSTON COLLEGE

Students may work no more than a total of 20 hours per week for Boston College during the academic year. This aggregate limit applies to all assistantships, stipends in compensation for services, and hourly positions. Students may work more than 20 hours per week (but less than 30 hours) between semesters and during school breaks.

ON-CAMPUS EMPLOYMENT

Summer and academic year opportunities are available to enrolled BC students as well as to recent graduates of Boston College (summer employment only).

Student job listings are created by campus employers and maintained on the Student Employment website by those employers. Review the online listings and contact that employer directly.

All new employees, including students, are required to complete an Employment Eligibility and Verification form (Form I-9) as mandated by the Department of Homeland Security, as well as other forms. The Form I-9 is available on the Office of Student Services website at www.bc.edu/ssforms or on the Human Resources website at www.bc.edu/hrsc.

Campus employers have access to an online hiring process for student employees as well as a paper process for recently graduated BC students (for summer employment only).

During the academic year student employees are paid only for hours worked.

Earnings are taxable. W-2 statements are issued through the University’s Human Resources Service Center by January 31 for the previous calendar year, so be certain that your current home address is listed on your Agora Portal account at portal.bc.edu.

Students awarded Federal Work-Study are not guaranteed an on-campus job.

For more information about on-campus student employment including a listing of forms and jobs, visit www.bc.edu/studentemployment.

OFF-CAMPUS FEDERAL WORK-STUDY (FWS)

Available to BC students awarded FWS for that specific employment period—academic year or summer.

Students are employees of Boston College even though they are working at an off-campus agency. They are paid by BC based on timesheets submitted to the Office of Student Services. Earnings are taxable. The University policy concerning student hours also pertains to this program.

Hourly wages are based on Boston College student employee guidelines and established wage structure. During the academic year students are paid only for hours worked.

This is not a cost-free program for the non-profit agency. An agency is responsible for a percentage of the student’s earnings as referenced in the contractual agreement signed by that agency and the Office of Student Services.

Agencies are required to contract with our office to participate in this program, and they must be either a non-profit or a municipal, state, or federal government office or agency.

Job listings posted on the Student Employment website are from agencies that have contracted with us for that specific academic year or summer employment period. These listings offer a range of employment opportunities including community service.

Specific forms must be completed by the student and that non-profit or government agency. All forms must be approved by the Office of Student Services before a student’s employment is sanctioned under this program.

A Form I-9 must be completed by the student and original documents must be presented to the Office of Student Services if that student is a new employee of Boston College.

FWS-awarded students have a specific award amount which they can earn under this program. Therefore, students must monitor their earnings carefully so as not to exceed that award amount referenced in their award letters.

For more detailed information about this off-campus program, including required forms, or to review job listings, visit www.bc.edu/studentemployment.

OFF-CAMPUS PART-TIME EMPLOYMENT (NONFEDERAL WORK-STUDY)

A service available to students through access to www.CollegeHelpers.com
Features on this website include:

- Job searches by title or geographic area
- Automatic e-mails when a new job has been posted for BC
- A range of job choices
- 24/7 access via the Internet
- No charge for BC students

Visit www.College Helpers.com for more details or to register. You may also e-mail them if you have any questions at support@collegehelpers.com.

Please note: We urge students not to accept any employment offer until you are certain of the duties and requirements of the job as well as the extent of your commitment. Any student hired by that off-campus employer is an employee of that employer, and not an employee of Boston College or of www.College Helpers.com. Student Services does not refer or match students to any specific job.

**FORMS**

Required of all newly-hired University employees, including student employees:

- Form I-9: Complete Part 1, sign, and bring this form only to the Office of Student Services with the ORIGINAL documents (refer to www.bc.edu/studentemployment for a list of acceptable documents).
- W-4 (Federal withholding form)
- M-4 (Massachusetts withholding form)
- Direct Deposit Enrollment Form (preferred method for all University employees).  
- Payroll Statement Form

These forms are available on the Office of Student Services website at www.bc.edu/ssforms or on the HRSC website at www.bc.edu/hrsc. Once completed, these forms, except for the Form I-9, should be delivered to the HRSC (129 Lake Street on the Brighton Campus). Direct deposit and tax withholding forms will also be available online through your Agora Portal under “My Services” after your hire form has been processed by the HRSC.

Contact the HRSC at 617-552-4772 with any questions concerning income tax withholding, tax forms, direct deposit, or about accessing these forms online.

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**BC INTERNATIONAL (F-1) STUDENTS**

International students who will be working on campus must complete a Form I-9 bringing original documentation to the Office of Student Services, as indicated above.

They also must bring:

- A Letter of Permission to work from the BC Office of International Students and Scholars (Thea Bowman House, 72 College Road)
- Passport and Visa
- I-20 or Form DS2019

International students will also need to apply for a social security number in order to be paid. This can be done at the local Social Security Administration Office (10 Causeway Street, Boston; 1-800-772-1213). International students applying for a social security number will have to bring a specific letter (offer) for employment, completed by their campus employers, with them to the Social Security Office. For more information, visit the BC International Students and Scholars website at www.bc.edu/oiss.

Students will also need to bring the paper receipt for that social security number, as well as all of the above forms (except for Form I-9), to the Foreign Tax Specialist at the HRSC (129 Lake Street on the Brighton Campus). The HRSC can also assist international students with completing tax forms and any other required forms, but you should contact the HRSC at 617-552-4772 to make sure the foreign tax specialist will be available before going.