

# SABSC BC STUDENT Hire Form

PRINT CLEARLY OR TYPE, SEE PAGE 2/BACK OF FORMS FOR INSTRUCTIONS

Use this form to hire a student assistant. This form should not be used for a reimbursement or award

Today's Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Hire Requested for:**

Student Name: \_\_\_\_\_ Eagle ID Number: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

- If the student has never worked for BC, to begin employment, he/she must first complete the Employment Eligibility and Verification (I-9) form at: [www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html](http://www.bc.edu/content/bc-web/offices/financial-vice-president/departments/procurement.html) and deliver the form to Student Services, Lyons Hall. See Page 2 for additional required forms
- During the academic year, students may work up to 20 hours per week, and no more than a total of 29 hours per week between semesters and during Spring Break, even if working more than one job for Boston College
- New Students must begin at the minimum rate for each job class and adhere to the Student Employment Student Wage Structure and Guidelines. Email [sabsc@bc.edu](mailto:sabsc@bc.edu) to obtain the Student Wage Structure, Job Class Code, and Guidelines

Job Title Code: \_\_\_\_\_ Job Title: \_\_\_\_\_ Job Class Code: \_\_\_\_\_

Description of Service: \_\_\_\_\_

**Please check one:** Returning Student (to your dept)  New Student (to your dept)

**If New Student, was Job Posted?** Yes  Job Request Number: \_\_\_\_\_

**No:**  **Explain:** \_\_\_\_\_

Hours/Week: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Weeks \_\_\_\_\_

**Chartstring Name (Required):** \_\_\_\_\_ **Department Name:** \_\_\_\_\_

**Chartstring:**

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC Use Only)</u>
						53311

**Hire Requested by:**

Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Eagle ID#: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- **For SABSC Use Only** -----

Comments: \_\_\_\_\_

Job Request #: \_\_\_\_\_ SABSC Staff: \_\_\_\_\_ Date Processed: \_\_\_\_\_ HRMS Date Processed: \_\_\_\_\_

## How to Ensure Effective Processing

### General Information

- New students must begin at the minimum rate for each job class and must adhere to the Student Employment Hourly Wage Pay Structure. Email [sabsc@bc.edu](mailto:sabsc@bc.edu) for more information
- The Job Title Code, Job Title Description, and Job Class Code must match the Student Employment, Student Wage Structure and Guidelines or the form may be rejected
- International students are **not** eligible to work the first semester of their freshman year. Prior to commitment to Department, please contact the Office of International Students and Scholars (OISS) at [bcis@bc.edu](mailto:bcis@bc.edu) or call 617-552-8005 for more information
- If the student has never worked for BC, he/she must be hired by Student Services in order to be on payroll. For hiring purposes, the Employment Eligibility and Verification Form (Form I-9), available at [www.bc.edu/hrsc](http://www.bc.edu/hrsc), must be completed and delivered with two forms of ID to Student Services, Lyons Hall. The W4, M4, and Direct Deposit Enrollment/Change Form are also required and can be found at the HRSC link above. For more information, go to the Student Services, Student Employment page at: <http://www.bc.edu/offices/stserv/financial/studemploy.html>
- International Students may need to confirm their employment eligibility status every year
- For your records, make a copy of the Student Hire Form before submitting to the SABSC

### Required for Payment

- Fill-out the Student Hire Form completely and legibly. The form can be filled out online and printed
- Permanent home address required
- The form must be signed by an authorized signature

### Checking on a Payment

- Payroll checks are direct deposited to the student's bank account on Fridays
- If the payee did not set up Direct Deposit, the check must be picked up at Human Resource Service Center (HRSC), 129 Lake Street, Room 100. HRSC **will not** notify the payee when the check is ready for pick-up
- It can take 10 business days for a check to be processed through the University System if all forms are completed correctly and all appropriate supporting documentation is attached. Incomplete paperwork will hold up the process