

# SABSC BC STUDENT Hire and Payment Form

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

Use this form to hire a student to perform a one-time service. This form should not be used for a reimbursement or award

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Payment Requested for:**

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

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

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

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

If you have never worked for BC, to begin employment, you 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 other required forms

Date of Service: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Description of Service: \_\_\_\_\_

\*Hourly Rate: \_\_\_\_\_ x \*\*Number of Hours: \_\_\_\_\_ = \*\*\*Total Payment: \_\_\_\_\_

\*Minimum hourly rate is \$13.50 and maximum hourly rate is \$22.50

Is the Student a current BC Employee? \_\_\_ Yes \_\_\_ No If yes, provide the total #of hours worked \_\_\_\_\_

\*\*Number of hours cannot exceed 20 hours each week (for all student employment jobs)

\*\*\*Total payment cannot exceed \$450.00 per pay period (20 hours a week x \$22.50 = \$450)

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:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**Authorized Approvals:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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

Comments: \_\_\_\_\_ Job Request #: \_\_\_\_\_

SABSC Staff: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Date Hours Submitted: \_\_\_\_\_ Date Reconciled: \_\_\_\_\_

## How to Ensure Effective Processing

### General Information

- This form should be submitted to the SABSC the next business day, after the service has been performed
- Students cannot work more than a total of 20 hours per week during the academic year, even if working more than one job for BC. If the student is currently a BC employee, make sure to provide the total number of hours worked for all jobs held at BC, the week the services was performed, in the space provided on Student Hire and payment Form
- The student must begin at the \$13.50 minimum hourly rate. If the student was hired based on a flat rate, then the flat rate cannot exceed \$450. A detailed explanation is required if the flat rate exceed \$450 or the request may be denied by Student Services
- 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 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: <https://www.bc.edu/bc-web/offices/student-services/student-employment.html>
- International Students may need to confirm their employment eligibility status every year

### Required for Payment

- Fill-out the Student Hire and Payment 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
- For your records, make a copy of all paperwork before submitting to the SABSC

### 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