



How to Pay an Individual



How to Pay an Individual



How to Pay an Individual

Carolyn Donoghue

Procurement Systems Support Specialist

Procurement Services



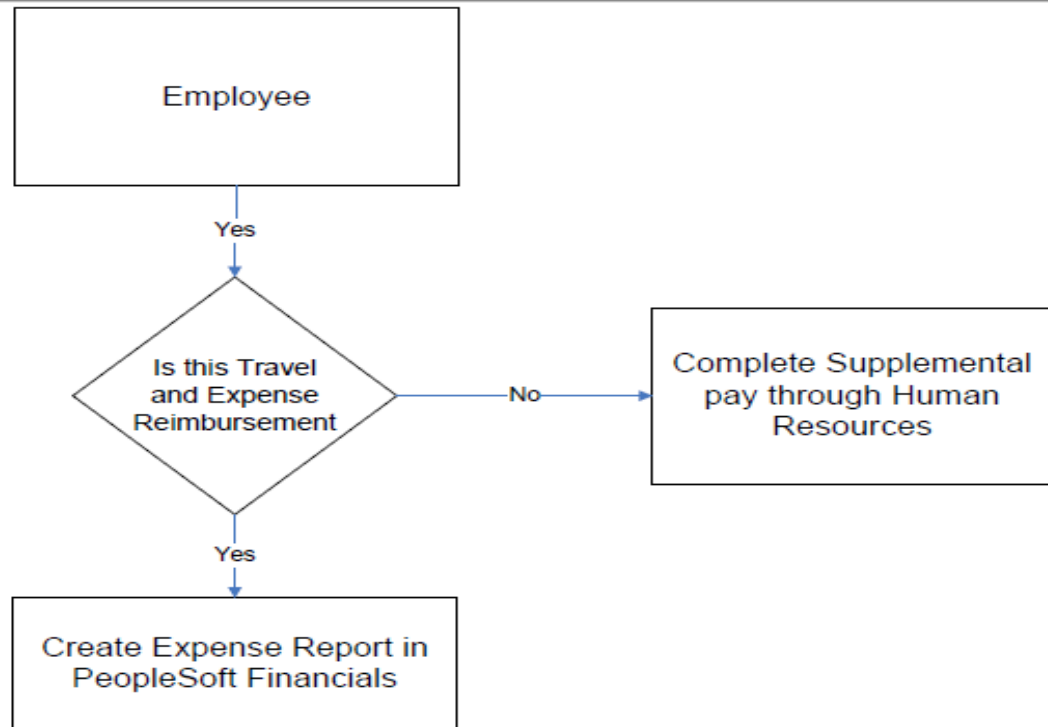
How to Pay an Individual

- How to pay an employee
- How to pay a student
- How to pay an “outside” individual



How to Pay an Individual

How to Pay a Current Non-Term Appointed Employee





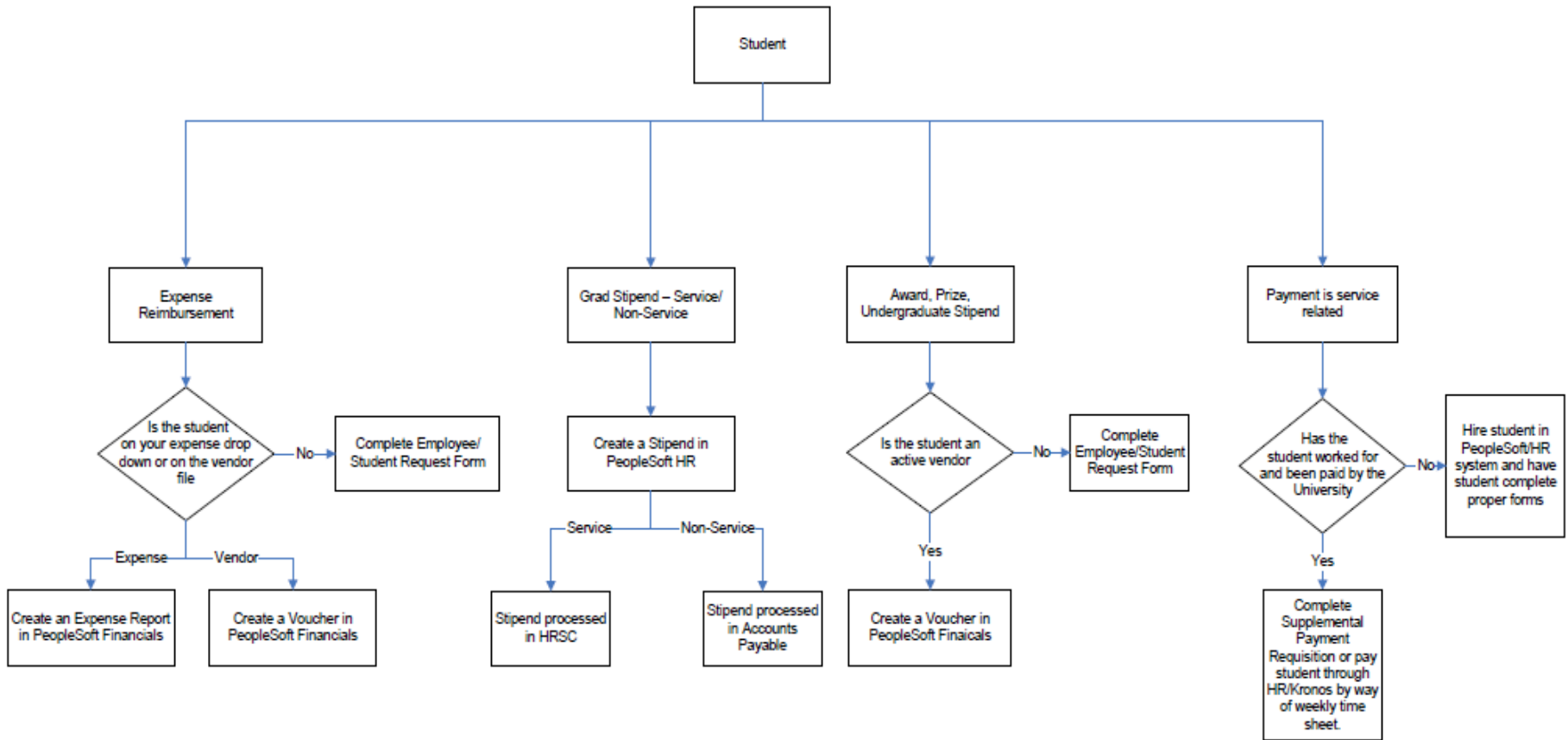
How to Pay an Individual

- Supplemental Payment
 - Complete Supplemental Payment form for faculty and staff payments for one-time services
 - Found on Human Resources' [website](#)
- Expense Reimbursement
 - Business expenses – Create expense report in PeopleSoft Financials
 - Original receipts must be submitted
 - Employee is not on my drop down - Complete the request form - Found on Procurement Services' [website](#)



How to Pay an Individual

How to Pay a Student





How to Pay an Individual

- Expense reimbursement
 - Create an expense report or voucher in PeopleSoft Financials
 - Student is not on my drop down - Complete the Employee/Student request form - Found on Procurement Services' [website](#) under Forms
- Grad stipend – Service/Non Service
 - Create stipend in PeopleSoft HR
 - More information - Found on Human Resources' [website](#)
- Awards/Prizes
 - Create a voucher in PeopleSoft Financials
 - W9 Form is **not** required
 - If the student is not active vendor – complete Employee/Student request form - Found on Procurement Services' [website](#) under Forms
- Payment – service related
 - Student Employment



How to Pay an Individual

Bob Carpenter

Associate Director

Student Services



How to Pay an Individual

Student Employment

Welcome to the Boston College Student Employment website! This site has been developed to assist you in your search for hourly-paid employment, as well as to provide a wide range of information about student employment policies, programs, and requirements. For specific information, select an area of employment interest either below or on the left.

Please feel free to contact our office if you have any questions, and best wishes as you explore the various employment opportunities available to you as a student at Boston College.

Academic Year

- [On-Campus Listings](#)
- [Off-Campus Federal Work-Study Listings](#)
- [Off-Campus Federal Work-Study Information](#)
- [Off-Campus Non Federal Work-Study Information](#)
- [Academic Year Information](#)

Summer

- [On-Campus Listings](#)
- [Off-Campus Federal Work-Study Listings](#)
- [Off-Campus Federal Work-Study Information](#)
- [Off-Campus Non Federal Work-Study Information](#)
- [Summer Information](#)

Information for Employers

- [On-Campus \(BC Departments, Offices, or Facilities\)](#)
 - [One-Time Service: Hiring and Payment Methods](#)
- [Off-Campus Federal Work-Study \(Non-Profit Organizations or Government Offices\)](#)
- [Area Residents and Other Employers](#)



How to Pay an Individual

General Information for Campus Employers

Welcome to Boston College student employment! The following general information pertains to the employment of BC undergraduate, graduate and law students, as well as to non-BC students, hired to work for Boston College and paid an hourly wage or on a weekly pay cycle.

There are two student employment periods during the year: summer and academic year. Our academic year employment period began Sunday, September 5, 2010 and ends Saturday, May 21, 2011. (The summer employment period begins Sunday, May 22, and ends the Saturday of Labor Day weekend.) During the academic year, students may work a total of 20 hours per week, except during Christmas and Spring Breaks when they may work a total of 40 hours per week, even if the student is working more than one job for Boston College during the academic year. During the summer, students may work a total of 40 hours per week even if the student is working more than one job for Boston College that summer.

International students on an F-1 or J-1 visa are limited to working on campus for a TOTAL of no more than 20 hours a week while school is in session, as cited in immigration regulations; and, this includes ALL on-campus jobs whether hourly paid or stipend paid. In addition, international students are ONLY permitted to work full time on campus during vacation periods such as Christmas break, spring break, and over the summer (if the student is not taking classes). Weeks that include a one day holiday such as Columbus Day or Good Friday are not considered to be vacation periods.

Hourly-paid student employees are paid for actual hours worked. They are not paid for lunch breaks, holidays, or as a result of any emergency closing or early dismissal.



How to Pay an Individual

Payment to Students for One-Time Service

- If a student has not worked previously for the university in an hourly-paid or monthly stipend job then that student first must be hired by their home department in the PeopleSoft/HR system in order for that student to be identified and then paid; and, as with any new university hire, that student will have to complete federal and state income tax withholding forms, the federally-mandated employment eligibility and verification "I-9" process, and a direct deposit form. A student job request also will have to be created first if the department does not have an applicable student job request created already for that employment period: summer or academic year. (University employers should refer to the annual April email sent by the Office of Student Services concerning summer and academic year student employment. Information also can be viewed by clicking the on-campus link for employers on the Student Employment website.)

Note: If a Student Job Request has to be created for that one-time only service, the employer can use the student job title of "Service Provider" (#627 in the Student Job Classifications listing in PeopleSoft/HR). **Please be certain to include a brief description of the specific duties performed by the student/s.**

- A Supplemental Payment Requisition Form can be used to pay a student for the one-time service that student provided. Completed and signed supplemental payment forms need to be sent directly to the appropriate budgetary approval office by the employer (home department) before submission by that budgetary approval office to the HR Service Center for payment.

Note: The student has to be identified in the university's payroll system in order to be paid by way of this supplemental payment method. If the student has not worked previously for the university then that student must be hired by their home department – refer to the above information about the hiring process and forms completion requirement.

- Students who have worked previously for the university, or hired recently, also can be paid through HR/Kronos by way of the weekly time sheet process if that student has been hired for that one-time service through the regular hourly-wage student hire process and is in the university's payroll system for that one-time service.



How to Pay an Individual

Student Employment

- Individuals must be identified in the University's payroll system.
- If a student has not worked previously, you must hire that individual in PeopleSoft H/R.
- A Student Job Request may need to be created.
- Student job title of "Service Provider" (#627) can be used.
- Create the Hire in PS/HR, after the student has completed the "I-9" process at Student Services.
- Pay that student via a time report in Kronos, or via a Supplemental Payment Requisition form.



How to Pay an Individual

Student Employment Job Titles

ORACLE

Home Worklist Add

Menu

Search:

- Self Service
- Worklist
- Reporting Tools
- BC Custom
 - Use
 - Setup
 - Maintain Student Employment
 - Student Employment Job Titles**
 - Off Campus Agency
 - Update I9 Received Date
 - Process
 - Inquire

[New Window](#)

Student Employment Job Title

Job Title Code: 627

Job Title Details Find | View All First 1 of 1 Last

*Effective Date: 12/14/2010 *Status: A

*Description: Service Provider

*Job Code SetID: SHARE

*Job Code: 920600 Student Job Class F Community Service Position?

Salary Range

*Minimum Hourly Rate: 10.2500 *Maximum Hourly Rate: 22.5000

*Default Description:
 (For one-time only services at a function or event, or for a department, office of facility) Note to user-type a brief description of the specific duties performed by your student/s providing the service:

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History



How to Pay an Individual

- Outside Individual – New Vendor
 - You **do** need a W9 for a new vendor – W9 can be found at www.bc.edu/supplier
 - We have included the Independent Contractor form as part of the W9 process



How to Pay an Individual

- **Outside Individual - Business expense**
 - You **do not** need W9 Form (Request for Taxpayer Identification Number and Certification) if it is reimbursement for expenses
 - Complete Vendor Request form found on Procurement's [website](#)
 - Create a voucher in PeopleSoft Financials
 - One time vendor
- **Honorariums**
 - You **do** need a W9 for an honorarium – W9 can be found at www.bc.edu/supplier
 - Create a voucher in PeopleSoft Financials



How to Pay an Individual

Bob Loughlin

Tax Compliance Manager

Controller's Office



How to Pay an Individual

WIZARD OF ID



by Brant Parker and Johnny Hart





How to Pay an Individual

- Purpose of IRS Forms:
 - W9: Request for Taxpayer Identification Number and Certification (for U.S. Persons including those with Resident Alien Status)
 - W-8BEN: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding (Do not use for U.S. Citizen or other U.S. Person including a Resident Alien)
 - The University will use this form to assist in:
 - Determining the tax status of a non-U.S. Person
 - Determining any tax withholding requirements for the type of payment being made to the individual



How to Pay an Individual

Independent Contractor Policy – Why a new process and form is needed

- Federal Government Regulations (See IRS Publication 15-A, 20 Common Law Rules)
 - The Department of Labor, the IRS and Congress all concerned with worker classification
 - Federal budget assumes a crackdown on the misclassification of workers will yield \$7 billion in additional taxes over 10 years
- State Attorney General's Office – Fair Labor Division
 - Law on Independent Contractors, i.e. Misclassification Law
 - Recent ruling demonstrate misclassification can be very costly to employers
- University needs thorough process to ensure compliance with these State and Federal regulations



How to Pay an Individual

- Independent Contractor Policy
 - The individual is free from control and direction by the University in connection with the performance of the service.
 - The service is performed outside the usual course of the business of the University.
 - The individual is customarily engaged in an independently established trade, occupation profession or business of the same nature as that involved in the service performed.



How to Pay an Individual

- Independent Contractor Process
 - Review the Policy
 - Direct new vendors to complete our online W9 form and IC Questionnaire Form, found on [Procurement Services' website](#)
 - Pay the individual through AP or hire through HR



How to Pay an Individual

Next Steps

Independent Contractor

- Over \$5k > Work with Procurement Services on Bid/Sole Source
- Over \$5k > Create a requisition in PeopleSoft Financials
- Provide - Professional Service Agreement to Procurement or OSP

Employee

- Contacted by HR
- Budget transfer
- Hire the individual



How to Pay an Individual

Karen McDermott

Human Resources Officer

Human Resources



How to Pay an Individual



HUMAN RESOURCES

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Job Applicants

Job Opportunities

Benefits

BC Resources

Living in the Boston Area

New Employees

All Employees

Managers

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Employee Handbook

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Contact HR

Maps & Directions to HR

[bc home](#) > [offices](#) > [hr](#) > [job applicants](#) >

Job Applicants

Welcome to the Applicant area, and thank you for your interest in Boston College. Here you will find valuable information regarding job opportunities, your benefits at BC, and information about BC resources, in addition to external resources to help you make an informed decision in your career search. In the job applicant section of the HR web site you will find helpful information categorized in 4 major sections:



JOB OPPORTUNITIES

- Application/interview process for [Boston College Employees](#) and [External Applicants](#)
- [Regular Staff Positions](#)
- [Temporary Staff Positions](#)
- [Faculty Positions](#)
- [Student Positions](#)
- [Postdoc/Research Application Process](#)
- [Term-Appointed Employee Process](#)



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Job Opportunities



Application Process at Boston College



Information about applying for positions at Boston College, and tips on using our online tool, are available for [Boston College Employees](#) and [External Applicants](#).

Regular Staff Positions



[Regular Staff Position openings](#) at Boston College include professional, administrative, clerical, office, and service job openings. Current Boston College employees should enter [here](#).

Temporary Staff Positions



The Department of Human Resources offers temporary employment opportunities to qualified secretarial, clerical and service applicants through its Boston College temporary pool, known as [BCTemps](#).



How to Pay an Individual

Faculty Positions



If you are interested in a faculty position, please contact the appropriate academic department or consult the [list of faculty openings](#).

Student Positions



Please consult the [Student Employment Web site](#) for information regarding student positions.

Post-Doc/Research Application Process



If you have been offered a position as a Post-Doc or Researcher at Boston College please follow this [link](#) to enter your application and resume. Your resume must be ready in a word doc or PDF format to be attached.

Click here for [instructions](#).

Term-Appointed Employee Application Process



If it has been determined that you will join Boston College on a temporary basis, please follow this [link](#) to enter your application and resume. Your resume must be ready in a word doc or PDF format to be attached. Click here for [instructions](#).



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HUMAN RESOURCES

About HR

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Application Process for BC

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Term-Appointed Employee Application Process

TERM-APPOINTED EMPLOYEE INSTRUCTIONS

One you click on the link, on the previous job opportunities page (to enter your application and resume) you will be brought to the BC Careers page. Where you will either need to register or login (if you are a returning applicant). Follow the instructions for uploading your resume.

NOTE: You will not be applying to a specific job.



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Kronos - Manager Instructions

HR Forms And Documentation

Resources

Resources and Forms

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Contact HR

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Managers



The Manager Resources section of the Human Resources Web site provides Boston College managers with resources to assist in the hiring and training of new employees, as well as the continuous development, management and supervision of current staff members.

Featured Links:

- [Kronos 6.1 Upgrade - JAVA Instructions](#)
- [Tips for Viewing Resumes](#) - Internet Explorer on Vista
- [Tips for Sending Correspondence](#)
- [Compensation Office](#)
- [Payroll Deadlines](#)
- [Interviewer Role Instructions to update Applicant Status](#)
- [PeopleSoft System Access Request](#)
- [Employment Office Contact List](#)
- [Applicant Screening Documentation](#)



How to Pay an Individual

Maps & Directions to HR

Business Process Work Flows

- [Create Position Work Flow](#)
- [New Hire Work Flow](#)

PeopleSoft Resources

As Boston College managers do more of their work on-line, the PeopleSoft Human Resource Information System increases in importance. To help managers use this resource more effectively the following links are highlighted:

Recruiting Solutions

- [Initiating the Recruitment/Hiring Process](#)
- [PeopleSoft Documentation](#)
- [PeopleSoft Tips for Managers](#)
- [PeopleSoft Create a Position Process](#)
- [Hiring a Post-Doctoral Fellow and/or a Researcher](#)
- [Hiring a Term-Appointed Employee](#)



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Please add this page to the site structure to enable the left navigation.

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[All Resources: A to Z](#)

[All Resources: by Dept.](#)

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Term-Appointed Employee Instructions

HIRING A TERM-APPOINTED, EXEMPT LEVEL EMPLOYEE

The Term-Appointed Employee Hire Process expedites the hire and on-boarding process for temporary, exempt level employees.

To initiate this process, the applicant should apply online and upload their resume at www.bc.edu. They do not need to apply for a specific job.

The hiring manager will access the application/resume in PeopleSoft and complete the hire process.



How to Pay an Individual

In conclusion

- Regulatory compliance – Federal/State (W9s, W8Ben)
- New process – IC Questionnaire for individuals, not companies
- New HR position – Term Appointed
- New Student Employment job title – Service Provider
- We need to work together



How to Pay an Individual

Thanks for Attending this Session!

For the presentation, handouts and the link to the questionnaire:

www.bc.edu/offices/controller