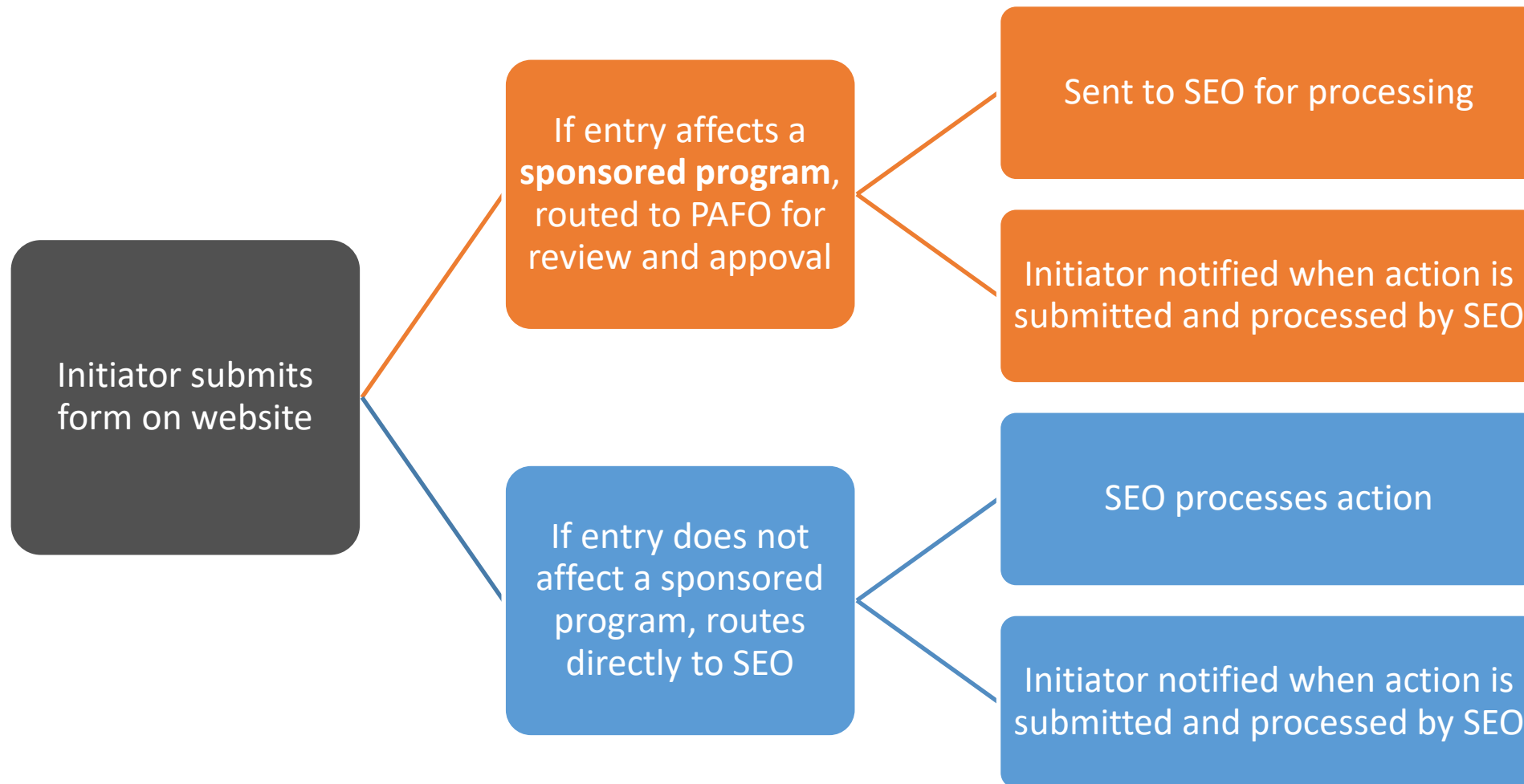# Completing a Student Salary Adjustment Request Form (SARF)

Contents

- Student SARF Submission Process
- Tips for Completing the Form
- Links to Quick Start Guides

Research

BOSTON
UNIVERSITY

How forms get processed

Initiator submits form on website

If entry affects a **sponsored program**, routed to PAFO for review and appoval

Sent to SEO for processing

Initiator notified when action is submitted and processed by SEO

If entry does not affect a sponsored program, routes directly to SEO

SEO processes action

Initiator notified when action is submitted and processed by SEO

Research

BOSTON UNIVERSITY

Accessing the Form

A link to the Student SARF is located on the SEO website http://www.bu.edu/seo/payroll/forms/ (log in using your BU credentials)

Please note, the Form requires a supported browser. If you use an unsupported browser, the form may not behave as intended. A list of supported browsers can be found at https://www.bu.edu/tech/services/admin/document-management/onbase/clients/

Research

BOSTON UNIVERSITY

Student Salary Adjustment Request Form

SARF Student Submission Form

Student Employment Information

Student UID *
Student Last Name *
Student First Name *
Student Employee Job # from JIEH *
Legacy Mail Code

Section 1:

Current Distribution

Does the current distribution to a Cost Center or an Internal Order? *

Pay Period Week Ending From Date: *
Pay Period Week Ending To Date: *
Total Distribution Amount: *
Cost Center Applied To:
Internal Order Applied To:

Student whose salary needs adjusting

Select whether student is being paid from Cost Center or an Internal Order

Pay period(s) being adjusted.

Can be found on Student Job Information and Earnings History screen on SEO section of the Business Link.

Cost Centers 10 digits and start with a 1, 2, or 3. Internal Orders 10 digits and start with a 9.

Date range Tip #1 – include the appropriate weeks from the Job Earnings History (hint it's always a Sunday) rather than dates from postings in SAP.

Date range Tip #2 – if the change spans multiple weeks, include the whole date range, do not submit a new form for every week.

IMPORTANT: When filling out the form, please use the TAB key to go to the next field, not the return or enter keys (which will trigger a submission of the form).

Research

BOSTON UNIVERSITY

Student Salary Adjustment Request Form

What accounts and amounts the student should be paid from

Form completes these sections automatically

You can add additional rows

New Distribution(s)   Add

Adjustment Amount *	Is this applied to a Cost Center or I/O? *	New Cost Center	New Internal Order	
	◯ Cost Center ◯ Internal Order			Remove

Total of New Distributions:
0.00

Is this request form being submitted 90 days or more from the date of the original transaction?
◯ Yes ◉ No

Research

BOSTON UNIVERSITY

If the form includes any Internal Order numbers (95-) then "Yes" will be autofilled.

Based on the information you entered above, you will be asked two (less than 90 days) or four (over 90 days) questions. Answer all the questions displayed.

Section 2:

If any of the Internal Order Numbers above start with "95", then this form affects a Sponsored Program. Internal Order Numbers starting with "95" will be highlighted in orange.

Is this SARF Sponsored Program Related? *
○ Yes ● No

Justification supporting the necessity of the transfer: (150 char)

A detailed explanation of what caused the error and how it was discovered. An explanation that states to "correct the clerical error" or "transfer to correct grant or contract" is not sufficient: (150 char) *

Provide the extenuating circumstances for the delay in processing the adjustment: (150 char) *

Identify the controls that will be implemented or what action has been taken to ensure the error does not occur again: (150 char) *

PI Full Name *

PI Email *

If over 90 days, requires PI approval. The PI will be sent an email requesting their approval. Included in the email will be an attached copy of your form.

Attach any required supporting documents
- Job Information and Earnings History
- Business Warehouse (BW) Report
- Personnel Activity Report (PAR)

You should have these documents saved as a PDF or image file (.tif, .jpg) in an accessible location on your computer (local hard drive, OneDrive, Network Drive).

Submitter & Alternate – Enter your name and email, and the name and email of a back-up in your area. If you are your own back-up, enter your information twice.

Attachments

Required

Job Information and Earnings History *

Attach Job Information and Earnings History

Optional

BW Report

Attach BW Report

Optional

PAR

Attach PAR

Optional

Additional Documentation

Attach Additional Documentation

Submitter & Alternate

Name and email for Submitter: Name *   Email – Must be an @bu.edu or @bumc.org address *

Name and E-mail of Additional Administrative Contact: Name *   Email – Must be an @bu.edu or @bumc.org address *

By submitting this form, you are asserting that you are authorized or have been given the authority by a responsible party to request this adjustment.

Submit

Research

BOSTON UNIVERSITY

Saving form

The form is being saved.
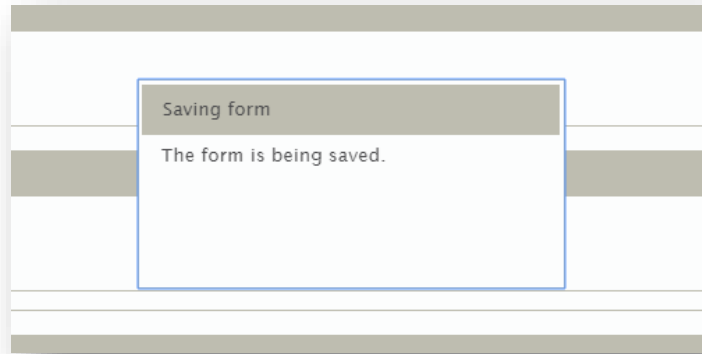
Once you submit the SARF, you will see a "thank you" message and you will receive an email notification. If this message does not appear and you are still seeing the form, there is an issue. Something on the form needs to corrected; once corrected you should click "submit" again.

Thank you for submitting the Student Salary Adjustment Request Form (Student SARF). Soon you will receive an email with a Student SARF ID number. This number should be retained as a reference for tracking purposes for inquiries about this submission.

If you have any questions and your student SARF effects a sponsored award, please contact Post Award Financial Operations at 617.353.4555; If not, please contact Student Employment Office 617.353.3594

What happens if PAFO or SEO find an issue with the SARF

If there is an issue, the initiator will get an email notification.

You will need to address the issue before the form can be processed. Follow the instructions in your email notification.

Potential Issues
- Wrong / missing names or emails
- Wrong / missing attachments
- Incorrect dates
- Missing PI approval
- Incomplete justification
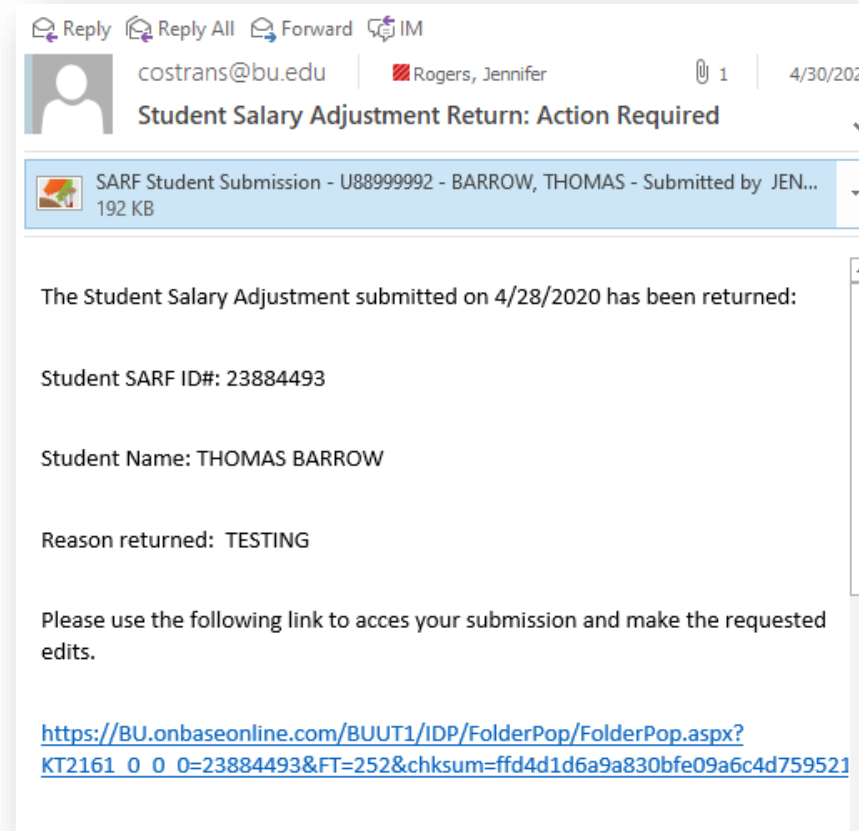
Additional Resources

Link to Quick Start Guide
http://www.bu.edu/researchsupport/files/2020/06/Student-SARF-Quick-Start-Guide-5.29.20.pdf

Contacts
Post Award Financial Operations, pafo@bu.edu, 617 353 4555
Student Employment Office, seo@bu.edu, 617 353 3594
IS&T for technical issues (submit a ticket)