

# QUICK START GUIDE

## SUBMIT A NEW STUDENT SALARY ADJUSTMENT REQUEST FORM (SARF)

### DESCRIPTION

When a student's salary needs to be adjusted, an appropriate employee must fill out a Salary Adjustment Request Form (SARF) for the student.

A link to the Student SARF is located on the SEO web page, <http://www.bu.edu/seo/payroll/forms/>. You will need to log in using your BU credentials to view the page the Student SARF form is located on. 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/>.

To submit the Student SARF, you may be required to attach supporting documents like a Job Information and Earnings History (JIEH), BW Report, or Personal 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, etc.).

Once you submit the Student SARF, you, as the "Initiator", and the Administrative Alternate you entered on the form will receive a confirmation email with the unique SARF ID assigned to your submission. You should keep this information in case you need to follow up with PAFO or SEO. IMPORTANT: When filling out this form, please use the TAB key to go to the next field, not the return or enter keys.

### STEPS TO SUBMIT A STUDENT SARF

To submit a new Student SARF, follow the steps below:

1. Save any documents you may need to attach to your submission to an accessible location on your local computer or shared drive
  - a. All submissions require a Job Information and Earnings History (JIEH) for the student.
  - b. Any submission that affects a PAR are required to attach the affected PAR(s).
  - c. Any submission that affects a Sponsored Program requires a Business Warehouse (BW) expense report to be attached.
2. Open a supported web browser (see <https://www.bu.edu/tech/services/admin/document-management/onbase/clients/>) and navigate to <http://www.bu.edu/seo/payroll/forms/>. Click on the "SARF Student Submission" link to access the form.
3. In the "Student Employment Information" section at the top of the form, enter information related to the student whose salary needs adjusting. IMPORTANT: When filling out this form, please use the TAB key to go to the next field, not the return or enter keys.

Student Employment Information				
Student UID *	Student Last Name *	Student First Name *	Student Employee Job # from JIEH *	Legacy Mail Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- a. Fill in the UID, Last Name, First Name, JIEH Job # for the student.
4. Enter the Legacy Mail Code for the JIEH Job #.

5. Current distribution is where you will enter information about how the student was paid, and how it needs to change.
  - a. Current Distribution relates to how the student is currently being charged/paid/allocated

**Current Distribution**

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

<b>Pay Period Week Ending From Date:*</b>	<b>Pay Period Week Ending To Date:*</b>	<b>Total Distribution Amount:*</b>	<b>Cost Center Applied To:</b>	<b>Internal Order Applied To:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- i. First, enter whether the student is currently being paid from a Cost Center or an Internal Order. When you pick one, the appropriate text box in this section will become editable.
  - ii. Enter the Sunday for the Pay Period Week Ending From date (i.e. the work week where the pay period being edited began)
  - iii. Enter the Sunday for the Pay Period Week Ending To date (i.e. the work week where the pay period being edited ended)
  - iv. Enter the total amount the student was paid from the Cost Center or Internal Order (specified next)
  - v. Enter either a 10-digit Cost Center or Internal Order, depending on which you picked in part (a).
    1. Cost Centers must be 10 digits and start with a 1, 2, or 3.
    2. Internal Orders must be 10 digits and start with a 9.
- b. The New Distribution(s) section is where you can enter a single or multiple new Cost Centers and/or Internal Orders the student should be paid from instead of the current distribution, and the amount that should come from each account.

**New Distribution(s)** Add

Adjustment Amount*	Is this applied to a Cost Center or I/O?*	New Cost Center	New Internal Order
<input type="text"/>	<input type="radio"/> Cost Center <input type="radio"/> Internal Order	<input type="text"/>	<input type="text"/>
			Remove

- i. Enter the amount to come from the new account
  - ii. Select whether the new account is a Cost Center or Internal Order. Depending on your selection, the appropriate
    1. Cost Centers must be 10 digits and start with a 1, 2, or 3.
    2. Internal Orders must be 10 digits and start with a 9.
  - iii. If you need the student to be paid from more than one account, use the “Add” button in the top right corner to add a new row.
  - iv. If you have too many rows, use the “Remove” button next to the row you wish to remove. You must leave at least one row.
- c. The Total of New Distributions is a calculated sum of the New Adjustment Amounts. The New total must equal the Current Distribution Amount.
- i. If the New total does not match the Current Distribution Amount, there will be a warning message and the “Submit” button at the bottom of the form will be hidden.
- d. The “90 days” radio button is read only. The form will automatically set the value to ‘Yes’ or ‘No’ by taking the Pay Period Week Ending From date and use it to determine if your request affects a transaction that occurred 90 days ago or more.

6. Complete Section 2
  - a. The form will look at any Internal Order numbers you entered above. If they begin with a “95”, this indicates the Internal Order affects a Sponsored Program.
    - i. If an Internal Order affects a sponsored program, it is highlighted in orange.
    - ii. If at least one Internal Order affects a sponsored program, the form will mark the “Is this SARF Sponsored Program Related?” as ‘Yes’.
  - b. If this submission affects a Sponsored Program, answer the radio button asking if the submission affects a PAR or not.
  - c. Based on the information you entered above, you will be asked 2 (less than 90 days) or 4 (over 90 days) questions. Answer all the questions displayed. There is a 150-character maximum.
    - i. If you need more than 150 characters to answer the question, create a word document with your answer, save it, and attach it as an “Additional Documentation” below.
  - d. If this submission is for a change over 90 days old, you are required to enter a Principal Investigator (PI) who must approve your requested change.
    - i. Enter the PI’s first and last name
    - ii. Enter the PI’s BU or BUMC email address. If you do not enter a BU or BUMC email address, processing of your submission will be delayed while a PAFO staff member corrects the information.
    - iii. The PI will be sent an email requesting their approval. Included will be an attached copy of your form.
7. Attachments Section. Depending on questions answered above, the following attachments may be optional or required. You must attach at least one of every type that is required, but may attach more than one if necessary.
  - a. Job Information and Earnings History (JIEH)– This is always required.
  - b. BW Report – This is required if the submission is related to a Sponsored Program.
  - c. PAR – This is required when the question asking if the submission affects a PAR is marked as ‘Yes’.
  - d. Additional Documentation – This is always optional. Use this to attach a document that is not a Job Information and Earnings History (JIEH), BW Report, or PAR.
8. 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.
  - a. Enter your first and last name
  - b. Enter your BU or BUMC email address. If you do not enter a BU or BUMC email address, processing of your submission will be delayed while a PAFO staff member corrects the information.
  - c. Enter the first and last name of your alternate.
  - d. Enter your alternate’s BU or BUMC email address. If you do not enter a BU or BUMC email address, processing of your submission will be delayed while a PAFO staff member corrects the information.
9. Use the Submit button to submit the form to PAFO / SEO.