

# Miscellaneous Questions

## **Who do I contact to get access?**

Click on the link below to get a list of security access coordinators per department.

[https://hrms.byu.edu/ps/ps/EMPLOYEE/HRMS/c/Y\\_HIDDEN.Y\\_SAC\\_LIST.GBL](https://hrms.byu.edu/ps/ps/EMPLOYEE/HRMS/c/Y_HIDDEN.Y_SAC_LIST.GBL)

NOTE: Student Employment does not have authorization to grant Security Access.

## **My student has multiple jobs with the same title?**

**To change a job title, follow these steps:**

- Log into hrms.byu.edu
- Navigation Bar (Compass on top right-hand corner)
- Navigator
- BYU Menu
- Manager Self-Service
- Time and Labor
- Time Collection Job Override
- Enter Employee ID number in Empl ID field
- Type in the new Job Description Title (For example RA – Chem)

## **Where do I find the Holiday/Break Schedule with approved days for students to work over normal hours?**

The Holiday Break Schedule is a calendar that will shows the approved days students (color coded by eligibility status) are authorized to work over the 20-hour limit.

<https://hrs.byu.edu/holiday-break-schedule>

## **Where can I get a list of all active employees in a department?**

- Go to hrms.byu.edu
- Search 'Employees Report' in top right corner
- Select top result
- Search for or Enter your Department number
- Click on Load Employees

## **What day will graduating students be terminated?**

- Go to byu.edu, click on the "Academic Calendar" icon
- Scroll down to the color key for reference
- NOTE: Apply the information on the chart below.
  - <https://academiccalendar.byu.edu/>

<b>Last day students graduating/leaving the university may work</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>	<b>Summer</b>
<b>Citizen/Permanent Resident (graduate &amp; undergraduate)</b>	Can work until the day before the first day of winter semester.	Can work until two weeks after convocation.	Can work for two weeks from the Friday after final exams	Can work until the day before the first day of fall semester
<b>International (graduate &amp; undergraduate)</b>	Can work until the last day of Finals.	*Can work until convocation.	Can work until the last day of finals	Can work until the last day of finals
<b>ELC</b>	Can work until the last day of the program			

\*International students can work up to the dates on the calendar unless their Work authorization has expired. They will have to stop working on the date their work authorization expires.

#### **Can a student take a Leave of Absence/Deferment?**

If your student chooses to take a leave of absence or defers, they will not be eligible to begin or continue student employment until they return to school and are enrolled in the required number of credits

#### **How does FICA Taxes work?**

Undergraduate U.S. citizen students enrolled for at least 6.0 credit hours per semester (3.0 credits per term in spring and summer) and graduate U.S. citizen students enrolled for at least 2.0 credits per semester (1.0 credit per term in spring and summer) are exempt from paying the FICA tax, which is approximately 8 percent of gross earnings. Neither the department nor the student will pay FICA. However, once enrollment drops below the required credits, both the student and the hiring department will pay FICA. This includes students who are cleared to work through a Last Semester Option. International students are exempt by law from paying the FICA tax.

#### **Where can I find the student wage scales?**

Here is the link to find the hourly wage scale and job codes.

<https://hrs.byu.edu/0000017d-80eb-dffb-a97d-cdeb162f0000/updated-hourly-pay-scale-and-job-codes>

### **Where can I go to look for salary pay information**

Here is the link to find the contract salary wage scale.

<https://hrs.byu.edu/00000017d-7345-d5ab-a3fd-73d5a5c40001/updated-academic-salary-scale>

### **What are some examples of a Church entity?**

Agreserves Inc	Beehive Clothing Mills	Beneficial Development
Beneficial Fin-Banking Agent	Beneficial Fin-Life Agents	Beneficial Financial Grp
Bonn. Satellite Comm.	Bonn. Telecommunications	Bonneville Broadcasting Sys
Bonneville Communications	Bonneville Duplication	Bonneville Intl Corp.
Bonneville Media Group	Byu - Hawaii Campus	Byu - Idaho
Ces - Canada	Corp Of Presiding Bishopric	Corp Of The President
Deseret Book Company	Deseret Farms Inc	Deseret Industries
Deseret Management Corp.	Deseret Mutual	Deseret News
Deseret News Publishing Co	Deseret Trust Company	Deseret Woolen Mills
FSY Counselors	Ksl, Inc.	Ksl-Am
Lds Business College	Lds Church Custodians	Lds Family Services
Lds Social Ser. Employment	Mission Presidents - Cop	Polynesian Cultural Center
Provo Deseret Industries	Salt Lake Deseret Industries	Seminaries And Institutes
Temple Presidencies	Temple Square Hospitality Corp	Zions Securities Corp

### **How can you access a contract for a student that has already been executed?**

Go to hrms.byu.edu

EForms landing page

View eForm

Enter the eForm number or the student ID number

Select the correct eForm

Select Print

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