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/psp/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 show 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/
### Last day students graduating/leaving the university may work

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Citizen/Permanent Resident (graduate &amp; undergraduate)</strong></td>
<td>Can work until the day before the first day of winter semester.</td>
<td>Can work until two weeks after convocation.</td>
<td>Can work for two weeks from the Friday after final exams</td>
<td>Can work until the day before the first day of fall semester</td>
</tr>
<tr>
<td><strong>International (graduate &amp; undergraduate)</strong></td>
<td>Can work until the last day of Finals.</td>
<td><em>Can work until convocation.</em></td>
<td>Can work until the last day of finals</td>
<td>Can work until the last day of finals</td>
</tr>
<tr>
<td><strong>ELC</strong></td>
<td>Can work until the last day of the program</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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/0000017d-7345-d5ab-a3fd-73d5a5c40001/updated-academic-salary-scale

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

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

**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