

Department Checklist:

If your student has never worked on Vanderbilt campus before, please complete this paperwork listed below

- ☐ [New Hire Personnel Action Form](#) or FWS Action Form

The student must complete the following forms:

- ☐ [W-4](#) (Current Year). A "[W-4 How to Complete Guide](#)" is available on the SE website under For Students > Forms to assist your student worker.
- ☐ [Direct Deposit Form](#). You may also sign up for direct deposit online via C2HR after your hiring paperwork has been received and processed.
- ☐ The additional paperwork was attached to the New Hire PAF or FWS Action Form.
- ☐ The student **must** complete the [I-9 Process](#) *prior to their hire date*. *Original documentation will be required*. Copies will not be accepted. They must not work until they have completed this process.
- ☐ The student completed the FERPA Training (*only if required*).
- ☐ The student completed the Statement of Confidentiality (*only if required*)
- ☐ The paperwork was sent to Student Employment

Returning Student Employees: If the student is a returning student, no additional paperwork is required. Please have your returning students log into [C2HR](#) as soon as possible to ensure their direct deposit is still active. Their direct deposit is inactivated if no pay activity has occurred for three months. The student will need to reactivate or update their direct deposit account.

- ☐ I have reviewed the [e-Timesheet Quick Reference Guide](#) with my student employee
- ☐ I have reviewed the [Payroll Deadlines](#) with my student employee
- ☐ I have reviewed job description, schedule, and contacts with the student employee