Student Orientation Checklist:

This checklist is for the orientation of all new hire or returning student employees. Follow each step and check the boxes once completed. Please remember, as a student employee you are limited to the following:

- Undergraduate students are limited to 20 hours per week, all jobs combined.
- Graduate/Professional students are limited to 29.5 hours per week, all jobs combined.
- International students, regardless if Undergraduate, Graduate or Professional, are limited to 20 hours per week, all jobs combined.
- Students may work up to 40 hours per week, all jobs combined, over breaks and summer

Paperwork Required For Hiring:

If you have never worked on Vanderbilt campus before, please complete this paperwork and give back to your hiring department. This paperwork has to be attached to your hiring form. Do not hand into HR Express as you will be required to complete the forms again.

- W-4 (Current Year). A “W-4 How to Complete Guide” is available on the SE website under For Students > Forms.
- New Employee Information Form (only required if you have never worked on campus before)
- Direct Deposit Form (will hyperlink once DD approved)
- I have completed the above paperwork and handed this paperwork back to my supervisor

You must complete the I-9 Process prior to your hire date. Original documentation will be required. Copies will not be accepted. Do not work until you have completed this process.

- Please email I-9@Vanderbilt.edu or Student Employment your legal name and email. A link will be emailed directly to you to complete. You must then show identification at HR Express 110 21st Ave. Baker Building, 10th floor.
- I have taken my identification to HR Express and I am now able to work
- I have completed the FERPA Training (only if required). My score was 90% or more ______ (Supervisor Initials)
- I have completed the Statement of Confidentiality (only if required)

Returning Student Employees:

- No additional paperwork is required. You may check your W-4 option via C2HR and complete another W-4 to change your current option. A “W-4 How to Complete Guide” is available on the SE website under For Students > Forms.
- The New Employee Information Form is only required if the student has never worked on Vanderbilt campus before. If they have worked on campus before for any department it is not required. It only needs to be completed once.
- Direct Deposit: Please log into C2HR. Your direct deposit will be inactivated if you have not had activity for three months. You will need to reactivate this.
Job Information:

My Job: ____________________________________________________________

My Supervisor is: ___________________________________________________

Supervisors Contact info: e-mail: _______________________________________

Supervisors Phone Number: ____________________________________________

My Schedule will be:

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Payroll:

You will be paid for your employment. If you are hourly, you will be required to complete an e-timesheet.

I am on the **UM1/MM1** pay cycle. No e-timesheet is required as this is a monthly payroll. This is only available to Graduate/Professional student employees and is up to the hiring department if you will be paid monthly.

I am on the: **UBA** **MBB** pay cycle

My time sheet approver/s are: ________________________________

☐ I have reviewed the e-Timesheet Quick Reference Guide with my supervisor

☐ I have reviewed the Payroll Deadlines with my supervisor

☐ I understand that my e-timesheet must be completed every day and submitted every two weeks. I will submit my e-timesheet on the last day I work in the pay period. I understand that if I do not comply I may be terminated from my position. _____ (Student Initials)

☐ If I do not have direct deposit, I have discussed with my supervisor where to go to pick up my paycheck. The person I need to contact is:

  Contact Name: ________________________________________________

  Contact info: e-mail: ___________________________________________

  Phone Number: _________________________________________________

☐ I have completed the Student Employee Training and taken the exam. My score was 90% or more _____ (Supervisor Initials)

☐ This checklist has been completed in full. Signature required below:

  Student Signature/Date: ________________________________________