

Student Employment Department Guide

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Vanderbilt University Student Employment is located in the Office of Student Financial Aid and Scholarships.

This guide was produced by Student Employment and revised in June 2015. It is to be used by hiring departments as a tool to comply with Vanderbilt HR practices and policies. The information is subject to change. Current information may be found on the Vanderbilt HR Website as well as the Vanderbilt Student Employment Website.

Basic Information:

Address: 2309 West End Ave
Nashville, TN 37203

Phone: 615-343-4562

Fax: 615-343-8512

Email: StudentEmployment@vanderbilt.edu

Website: www.vanderbilt.edu/studentemployment

Job Bank: www.hireadore.com

Facebook Page: <https://www.facebook.com/vustudentemployment>

On-campus Mail: Student Employment
Box 407810 Station B.

Hours: Monday to Friday, 8:00am – 4:30pm

Location: We are located in the Student Financial Aid & Scholarships building, beside the Undergraduate Admissions “old Gym” at the corner of 23rd Ave. and West End Ave, in room 325.

Drop Boxes:

Student Employment has a drop box at the following locations:

1. Baker Building – 9th Floor
2. Medical Center North HR Express
3. HR Express – 2525 West End (M – F/7:30am – 5:30pm)

All forms must be in an **envelope** marked STUDENT EMPLOYMENT.

Student Employment (SE) Staff:

Karen Hauser – Associate Director of Student Financial Aid and Scholarships

Tracey Jackson – Student Employment Coordinator

Lynn Lassiter – Student Employment Data Coordinator

NOTICE: Student employment paperwork (**University** and **Medical**) as well as paper timesheets are to be sent to Student Employment.

Student Employee Paperwork

Student employee paperwork should be submitted prior to or within the first week of the student employee's hire date. Students, like staff, must complete the required documents for hire (W-4 and I-9) and/or be in the payroll system to complete their timesheets. All students must be paid for the hours worked!

Do not allow your student to begin working if the student has not completed the I-9 – Your student will be terminated within three days of the hire date if this requirement is not met.

If your new hire is an international student and has not obtained their Social Security Number you may submit the hiring paperwork with the student's Commodore ID. Make sure they have completed their I-9 process prior to working.

If you believe the student may be eligible to receive Federal Work Study (FWS) you will need to hire the student into Institutional employment until the student's eligibility for FWS funding is determined. Otherwise, do not start the student's employment until you have confirmation they have FWS for the academic year.

Emailing Student Employee Paperwork

Please do not email student employee paperwork to Student Employment. We require the original documents with authorized signatures. Please use the drop boxes listed in the Department Guide, campus mail, or deliver to it to our office.

Hiring a Student Employee:

All Vanderbilt students are directed to our online job bank [HireADore](#). Departments can post open positions and the student can contact them directly. Once you have hired a student you can inactivate your position in [HireADore](#).



How many hours can a student employee work?

Undergraduate students can work up to 20 hours per week, all jobs combined, during academic periods.

Graduate/Professionals can work up to 29.5 hours per week, all jobs combined, during academic periods.

International Undergraduate students and International Graduate/Professional students are limited to working 20 hours per week during academic periods.



How many hours can a student employee work in summer?

Students can work up to 40 hours per week, all jobs combined as long as they are not enrolled in full-time classes. Students not enrolled at least half time during the summer are subject to FICA charges. The department will be responsible for the FICA match. FICA tax is 7.65%.



Are departments required to give student employees breaks during their work period?

Yes, depending on the hours scheduled. Employees who work six or more consecutive hours a day are required to take an uninterrupted meal break of at least 30 minutes away from the work area. Please review [HR Policy #030](#) and [meal/rest break FAQ's](#).



Can a student work overtime? Do they get paid for holidays?

Students should not work overtime, especially if they are working multiple positions. They do not earn holiday pay. Students are not eligible for staff and faculty benefits.



What can I pay a student employee?

A [Wage Matrix](#) (Student Wage Rates) can be found on our [website](#), however, it is up to each hiring department and their budget officer. The current minimum wage is \$7.25.



What happens if hiring processes change?

Departments are responsible for staying up-to-date with HR policy/procedures so a student's HR paperwork can be processed correctly. Student Employment sends periodic emails to departments with such information, as well as posting changes in the Student Employment [HireADore Newsletter](#).

Checklist for Paperwork:

Hiring Students —————→ Post on www.HireADore.com. Virtual Online Job Fairs are currently held the first month of each semester. For more information contact Student Employment.

Institutional Hiring:

*Institutional New Hire Student:
(Never Worked on VU Campus)* —————→ **Department Completes:**
[New Hire PAF](#) – Action/Reason – Hire/NPS
Student Completes:
[W-4 Form](#) – Attach to PAF
[I-9 Process](#) – must be completed before work

*Institutional Rehire Student:
(Worked on VU Campus before)* —————→ **Department Completes:**
[PAF Turnaround](#) – Action/Reason – Rehire/Rehire
Student Completes:
No additional paperwork required unless notified

*Institutional Hire Additional Job:
(Worked on VU Campus before
Additional job in your department)* —————→ **Department Completes:**
[PAF Turnaround](#) – Action/Reason – Hire/AJB
Student Completes:
No additional paperwork required unless notified

Federal Work Study (FWS)Hiring:

*FWS New Hire Student:
(Never Worked on VU Campus)* —————→ **Department Completes:**
Requests FWS Action Form via [Email](#) to SE
Student Completes:
[W-4 Form](#)– Attach to PAF FWS AF
[I-9 Process](#) – must be completed before work

*FWS Rehire Student:
(Worked on VU Campus before)* —————→ **Department Completes:**
Requests FWS Action Form via [Email](#) to SE
Student Completes:
No additional paperwork required unless notified

*FWS Hire Additional Job:
(Worked on VU Campus before
Additional job in your department)* —————→ **Department Completes:**
[Email](#) SE to check on FWS Earnings/Use FWS
Action Form originally sent.
Student Completes:
No additional paperwork required unless notified

*Institutional and FWS Changes
(To existing records)* —————→ **Department Completes:**
[PAF Turnaround/ePAC](#) – See Changes to Student
Employees

Hiring International Students

Steps for Hiring International Students

International students are not eligible for the Federal Work Study (FWS) program and may only work under the Institutional Employment (IE) program. If the student has not found a position, but would like to search for one, you may refer them to the [HireADore](#) job bank to view a list of available positions or refer them to this website.

If the student has worked on campus before the process below should have been already completed. Please complete a [PAF Turnaround](#). No other paperwork is required.

If the student is a new hire to Vanderbilt campus, once a position is offered, all international students should take the following steps:

- **If the student does not have a social security number:** The student should take along an authorized letter/form from the Vanderbilt University [International Student & Scholars Services](#) (ISSS) with appropriate signatures documenting the person has a job or job offer, along with immigration documents, to the [Social Security Administration](#) (SSA). The student should obtain a receipt from SSA showing application of their social security number.

The closest office to Vanderbilt is:

[View Larger Map](#)

SOCIAL SECURITY ADMINISTRATION
120 ATHENS WAY
NASHVILLE, TN 37228
615-736-2248

- **W-4:** Please refer to the [International Student Employee Checklist](#). If additional assistance is needed, the student should email ITO@vanderbilt.edu.
- **International Tax Office reviews/completes:**
 - W-4
 - Tax Treaty forms, if applicable
 - The Tax Summary Report (TSR)
- **I-9:** The student will complete this process at Vanderbilt HR Express located at 2525 West End Ave. The student will need a copy of their social security card or the SS5 receipt issued by the Social Security Administration.
- **Hiring department reviews/completes:**
 - [New Hire Personnel Action Form \(PAF\)](#) ~ A US-issued Social Security number is required or proof that one has been applied for. Attach a copy of the SSA receipt (a copy also sent to the International Tax Office). ***If the SSN has not been received, use the student's Commodore ID***

- **International students are limited to working 20 hours per week** during the fall and spring semesters. Full-time employment (21-40 hours per week) is allowed during vacation periods and summer for enrolled and continuing students.



What do I do if the student does not have their social security number? Should I wait till they do before submitting the paperwork?

Do not delay a student's hiring paperwork or payroll by waiting for your student to obtain their social security card. Please send the [New Hire PAF](#) to Student Employment. In place of the SSN, please write in the student's Commodore ID.

VU Institutional Employment - New Hire:

There are two types of Student Employment programs at Vanderbilt University:

1. VU Institutional Employment (IE) which requires the department to pay 100% of the student's wages.
2. The Federal Work Study Program (FWS) allows a portion of the student's wages to be funded by the student's Federal Work Study award and a portion funded by the hiring department. Hiring FWS students are located next in this guide.



I want to hire a student employee but I am unsure if they have worked on campus before. How do I find out?

If you are unsure if they have worked on campus before, you can email Student Employment with the student's legal name, VUNet ID and/or Commodore ID. Student Employment will notify you what paperwork needs to be completed.



Sometimes a student has an employee ID but is still asked to complete the additional paperwork and the I-9. Why?

A student may have an employee ID for a non-employment record such as a volunteer position, stipends, or travel reimbursement. These are not for employment and therefore the student needs to complete the new hire paperwork/process.

An Institutional New Hire student employee is a student who has never worked on Vanderbilt campus before. The following is required to be completed and/or submitted:

1. [New Hire Personnel Action Form](#) (PAF)
2. [W-4 Form](#)
3. [I-9 e-Verify Process](#)



Has the student completed their I-9? ***Do not allow a student to work until the I-9 process has been completed!***

Federal Law requires that all employees must complete the I-9 within three days of the hire date or the student's position will be terminated. No copies of identification are accepted.



What information is needed on the New Hire PAF in order for it to be processed?

On the left hand side of the New Hire PAF please complete the following:

- “Employee Information” is the full legal name of the student.
- Use the format – last name, first name, plus the middle initial (e.g. *Smith, John L.*)
- Also provide the full social security number. Make sure the number is correct.

Employee Information:	
Name:	<input type="text"/>
SSN:	<input type="text"/>

- “Employee – Current Information” needs to have all of the applicable fields completed. Please provide the student's permanent address as reported on their W-4.
- Please use a U.S.A. address (if possible) for International student employees to prevent any payroll from being sent overseas

Employee - Current Information	
Address: <input type="text"/>	
City: <input type="text"/>	State: <input type="text"/>
Country: <input type="text"/>	Zip: <input type="text"/>
Home Phone: <input type="text"/>	Sex: <input type="text"/>
Marital Status: <input type="text"/>	Birth Date: <input type="text"/>
Citizenship Status: <input type="text"/>	<input type="checkbox"/> I-9 Attached?
	<input type="checkbox"/> I-9 Express

On the right hand side of the New Hire PAF please complete the following:

“Department information” needs all the information completed.

Department Information:	
Home Department:	<input type="text"/>
PAF Responsible:	<input type="text"/>
Location:	<input type="text"/>
<input type="text"/>	<input type="text"/>
Initiator:	Phone:

Institutional Employment Student Job Codes

<u>Job Title</u>	<u>Job Code</u>	<u>Account #</u>	<u>Comp Frequency</u>
<u>Undergraduates: (Limited to 20 hours/week)</u>			
Research Intern - Undergrad	9233	51500	UBA/MBB Hourly
Undergrad Student Worker	9300	51200	UBA/MBB Hourly
Undergrad Paper Grader	9315	51210	UBA/MBB Hourly
Undergrad Resident Adviser	9330	51350	UBA/UM1 Hourly/Monthly
Undergrad Research Asst	9345	50840	UBA/MBB Hourly
Undergrad Res Asst Cost-Shared	9346	50850	UBA/MBB Hourly
Undergrad Teaching Asst	9360	50920	UBA/MBB Hourly

Graduates: (Limited to 29.5 hours/week)

Graduate Students = Students who are in Graduate School or Engineering School

Teaching Fellow VU Grad Studnt	9124	50800	UBA/UM1/MBB/MM1 Hourly/Monthly
Research Fellow VU Grad Stud	9128	50800	UBA/UM1/MBB/MM1 Hourly/Monthly
Research Intern - Grad	9234	51500	UBA/UM1/MBB/MM1 Hourly/Monthly
Grad Student Worker	9305	51100	UBA/MBB Hourly
Grad Paper Grader	9320	51120	UBA/MBB Hourly
Grad Resident Adviser	9335	51360	UBA/UM1/MBB/MM1 Hourly/Monthly
Grad Stud Res Asst Hourly	9350	50860	UBA/MBB Hourly
Grad Stud Res Ast CstShrd Slry	9351	50870	UM1/MM1 Monthly
Grad Stud Res Ast CstShrd Hrlly	9352	50870	UBA/MBB Hourly
Grad Stu Research Asst Monthly	9353	50860	UM1/MM1 Monthly
Grad Student Teaching Asst Sr	9365	50900	UBA/UM1/MBB/MM1 Hourly/Monthly
Grad Stud Teach Asst Hourly	9366	50900	UBA/MBB Hourly
Grad Stud Teach Asst Monthly	9367	50900	UM1/MM1 Monthly
Grad Stu Teach Asst-Cost Share	9915	51460	UBA/UM1/MBB/MM1 Hourly/Monthly

Professionals: (Limited to 29.5 hours/week)

Professional Students = Students who are in Divinity, Law, Peabody and Owen

Prof Student Worker	9310	51110	UBA/MBB Hourly
Prof Paper Grader	9325	51130	UBA/MBB Hourly
Prof Resident Adviser	9340	51370	UBA/UM1/MBB/MM1 Hourly/Monthly
Prof Stud Res Asst Hourly	9355	50880	UBA/MBB Hourly
Prof Stud Res Asst Cost-Shared	9356	50890	UM1/MM1 Monthly
Prof Stu Research Asst Monthly	9357	50880	UM1/MM1 Monthly
Prof Student Teaching Asst Sr	9370	50910	UBA/UM1/MBB/MM1 Hourly/Monthly
Prof Stud Teach Asst Hourly	9371	50910	UBA/MBB Hourly
Prof Stu Teach Asst Monthly	9372	50910	UM1/MM1 Monthly

Voucher Students:

Voucher VU Student	9399	51200	CWU Casual Weekly Voucher
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“Employee – New Information” – In order to process the paperwork we will need the following information:

- Action = Hire
- Reason = NPS New Position
- Effective Date
- Job Code (See page 9 for Job Code List)
- Home Department ID#
- Pay Group (**UBA (Hourly)**/**UM1/MM1(Monthly)**/**MBB(Hourly)**)
- Mail Drop
- Standard Hours – This has to be a number. It can't be a range and must be to one decimal point.
- Comp Frequency – Hourly or Monthly
- Comp Rate – Hourly or Monthly pay rate

Please leave Benefits Salary blank. Students do not get benefits.

Employee - New Information			
Action	Reason		
HIR	NPS New Position		
Effective Date:		End Date:	
Position Number:		VU Budget#:	
Job Code:		<input type="checkbox"/> VMG	<input type="checkbox"/> VA/VU
Home Dept. ID.:		<input type="checkbox"/> Vanderbilt Student	
Pay Group:		Mail Drop:	
Standard Hours:		Standard Shift:	
Comp Frequency:		Comp Rate:	
Benefits Salary:		Shift 2:	Shift 3:
Pay Start Date:		Pay End Date:	

- “Employee Distribution – New Information” requires the center number, the job code and the percentage.

Employee Distribution - New Information		
Center	Job Code	Percent

- “Approval Signatures” must have the New Hire PAF signed by PAF authorized personnel.
- Unsure? Check [BI](#) to see who is authorized to sign off on the PAF/Center.

Approval Signatures	
	Signature/Date:
	Signature/Date:
	Signature/Date:
	Signature/Date:



Before sending to Student Employment did you.....

1. Attach [W-4](#)?
2. Has the student completed their [I-9](#)?
3. Authorized signatures included?

New Hire PAF's could be delayed in processing if the additional paperwork is not attached. All student employee paperwork should be sent to Student Employment. Please send the PAF and additional paperwork together.



Rehire - What if the student has worked on campus before but not in my department? Which hiring form do I complete?

The only thing your department will need to complete is a blank [PAF Turnaround](#) to hire *Institutional* students who have worked on campus before, even if they haven't worked in your department.

Unsure if they have worked on campus before? Email Student Employment to see what paperwork is required.



Are we able to transfer students from one department to another or send a Turnaround to another department?

Student Employment *does not process transfers.*

- The department who no longer needs the student's services must submit a [PAF Turnaround](#) terminating the position.
- The hiring department submits a [PAF Turnaround](#) to rehire the student into their department.

Students may not be transferred into a staff positions. A termination PAF must be completed to terminate the student status. Refer to HR policies and procedures regarding staff personnel.

Federal Work Study Employee New Hire/Rehire:

Federal Work Study (FWS) is a need based financial aid award. A student has to be eligible for FWS before they can be hired as an FWS Student Employee. The FWS Action Form must be requested from Student Employment. FWS pays a set percentage of the student's wage and the department pays a set percentage of the student's wage. This is subject to change should funding levels change.

Prior to hiring the FWS student, please let them know if they will continue to have a position with your department if FWS funding is exhausted. Ask the student if they are using FWS for another position.



Unsure if a Student Employee has FWS?

[Email](#) Student Employment to see if a student qualifies for FWS funds.



Do I need to complete a PAF and a FWS Action Form to hire a student into FWS?

No. The FWS Action Form is a Personnel Action Form (PAF). Do not complete both as it may cause double entry of positions and your funding to be charged at 100%.



How do I get the FWS Action Form for a student employee?

[Email](#) Student Employment to request the FWS Action Form for your eligible student. This form must be emailed to the initiator as you will not find this form online. The student will also be copied on the email so they know their FWS is being used. Student Employment must verify the student's FWS eligibility prior to the hire.

Do not have a student employee request the FWS Action Form. Only staff is able to request the form.



What if the hire date is prior to the FWS start date? Do I complete a PAF and an FWS Action Form?

No. Any date that is put on the FWS Action Form that is prior to the FWS start dates will be processed as Institutional and then switched to FWS when it begins. A Personnel Action Form (PAF) will not be accepted to hire someone into FWS.



What happens when a student's funding is exhausted?

Student Employment will notify the hiring department as well as the student to notify them that the FWS funds have been exhausted. The student's position will be switched automatically from FWS to VU Institutional employment. No paperwork is required. It will be up to the department, in conversation with the student, whether they can retain the student position.



How can I work out when the FWS funding will exhaust?

If the student only has one FWS position you are able to work out how many hours it will take to exhaust the FWS funding. An [FWS calculator](#) is also provided on the SE Website.

You may also email Student Employment to check the balance of the award. Please note, the amount is an estimate based on the student submitting all their timesheets on time.

If your student is classified as a new hire (has not worked on campus before) you will be notified when the FWS Action Form is sent to your department. You and/or your student will need to complete the following:

1. FWS Action Form
2. [W-4 Form](#)
3. [I-9 e-Verify Process](#)



What information is needed on the FWS Action Form in order for it to be processed?

You do not need to change or complete anything under “Student Employee Information”. It is pre-printed. Any change in this area will be completed by Student Employment.

STUDENT EMPLOYEE INFORMATION

Name:

Emp ID:

DOB:

Enrollment Level:

School:

FWS Award Amount:

(FWS earnings for the period may not exceed the FWS award amount listed above.
The FWS award is subject to change)

“Student Job Title” & “Job Description” *must be completed.*

STUDENT JOB TITLE: _____

JOB DESCRIPTION (REQUIRED): Please list job responsibilities or attach second sheet. Research positions should also include purpose of research. **Research designed to improve human quality of life should be considered community service and marked appropriately.** Please be specific.

“Hiring Department Information” must be completed. The person/s listed will be contacted regarding issues with paperwork/payroll:

HIRING DEPARTMENT INFORMATION

Home Department Name: _____

PAF Responsible: _____

Initiator: _____

Email: _____ Phone: _____

“Employee – New Information” requires an effective date. If you put a date on the FWS Action Form, prior to August 1st, the student will be processed under Institutional employment and then switched to FWS the start of the next pay period in August. The department does not have to complete a PAF and an FWS Action Form.

If the student is currently active in summer employment, the effective date for the position change will be the start date of the first pay period in the month of August.

Warning: Student Employment will not back-date or retro-actively apply FWS. We will make the position change effective the start of the current payroll based on the time we receive the FWS Action Form.

“End Date” - All FWS students are switched from FWS to VU Institutional Employment at the FWS end date or prior if the FWS funding has been exhausted.

Departments must put in a termination PAF for all hourly (UBA/MBB) student employees after the student’s last day of employment. Please do not put an end date on the FWS Action Form for hourly student employees.

For Monthly (UM1/MM1) employee positions you may put an end date on the effective date row as follows:

EMPLOYEE – NEW INFORMATION

Effective Date: _____ End Date/Monthly Only _____

Any effective date prior to August, 1st will be processed as Institutional Employment and switched on the appropriate date to FWS.

Federal Work Study ends at the end of the 2015 – 2016 academic year.

“Job Code – Please Circle Appropriate” must be completed. The enrollment level of the student is shown in the top left hand corner under “Student Employee Information”. You need to circle the appropriate job code. Community Service positions are within departments who serving the Nashville community at large.

JOB CODE: PLEASE CIRCLE APPROPRIATE

Student Enrollment Level: GRAD/PROF

Regular FWS Job 9385

Community Service Job 9387

Group benefiting the most from the work performed:

- ☐ a. Vanderbilt staff, faculty, and/or students only
☐ b. The Greater Nashville Community*
☐ c. Both A & B*

*If you mark b or c, this position may be designated as a community service position. All positions in VUMC/VMG qualify as community service.

Complete the following:

1. Home Dept. ID
2. Pay Group (UBA (Hourly)
(UM1/MM1(Monthly)(MBB(Hourly)
3. Mail Drop
4. Standard Hours – must be a number not a range.
5. Comp Frequency – Hourly or Monthly
6. Comp Rate – Hourly or Monthly pay rate

“Employee Distribution” must be completed. If there one center number the percent will equal 100%. If there is more than one center number then the percentage is divided to equal up to 100%. While FWS does pay a percentage of the student’s wage, the center reported should indicate 100%.

- “Approval Signatures” – you must have the FWS Action Form signed by PAF authorized personnel. Unsure? Check [BI](#) to see who is authorized to sign off on the PAF/Center.

APPROVAL SIGNATURES

Signature: _____ Date: _____

Print Name: _____

Signature: _____ Date: _____

Print Name: _____

Once completed, the *original FWS Action Form* must be sent to Student Employment. Emails will not be accepted.



Before sending to Student Employment did you:

- Attach the [W-4](#)?
- Has the student completed their [I-9](#)?
- Authorized signatures included?

FWS Action Forms could be delayed in processing if the additional paperwork is not attached. All student employee paperwork goes to Student Employment. Please send the FWS Action Form and additional paperwork together to prevent a delay processing.

The email received with the attached student FWS Action Form will provide you step-by-step instructions regarding paperwork requirements. If the student has worked on campus, the email will indicate that no additional paperwork is required.

Changes to Student Employees/Rehires:

Turnarounds may be printed from [BI](#).

Tips: Please use the following Action/Reason to ensure your hiring paperwork is processed correctly. These are codes used for processing the HR paperwork into the HR system.

An effective date is required for all actions. Record only the data to be changed. For example: a termination only requires the action/reason listed above and an effective date.

Unsure if the student is a New Hire, Rehire or being hired into an Additional Job?? [Email](#) Student Employment. New Hire Action/Reason is always Hire/NPS. Below are additional Action/Reasons:

1. New Hire Action/Reason is always Hire/NPS (**Institutional funding only**) :

Employee - New Information	
Action	Reason
<input type="text" value="HIR"/>	<input type="text" value="NPS New Position"/>

2. To rehire a student who has worked at Vanderbilt before (**Institutional funding only**) please use the following terminology on the [PAF Turnaround](#):

Employee - New Information	
Action	Reason
<input type="text" value="Rehire"/>	<input type="text" value="Rehire"/>

3. To hire a student into an additional job (**Institutional funding only**) please use the following terminology on the [PAF Turnaround](#):

Employee - New Information	
Action	Reason
<input type="text" value="Hire"/>	<input type="text" value="Additional Job"/>

4. If you are making multiple changes to a student's record via a [PAF Turnaround](#), (for example: EDC, hours, and a Pay Rate) (**Institutional funding or FWS**) please use the following terminology on the [PAF Turnaround](#):

Employee - New Information	
Action	Reason
<input type="text" value="Posn Chg"/>	<input type="text" value="Status Change"/>

5. To change ONLY the earnings distribution center (**Institutional funding or FWS**) please use the following terminology on the [PAF Turnaround](#):

Employee - New Information	
Action	Reason
Erns Dist	Earnings Dist Change

6. To change ONLY the pay rate (**Institutional funding or FWS**) please use the following terminology on the [PAF Turnaround](#):

Employee - New Information	
Action	Reason
Pay Rt Chg	Other Pay Rate Change

Warning: Changes for hourly paid students should be effective at the start of the week, Sunday. If you make a pay rate change effective in the middle of a week, it may pay the student at the prior pay rate. The system is not able to switch pay mid-week.

Terminations:

We ask departments do not to use future terminations on hourly students for the same reasons. Future terminations have caused too many issues which include payroll and ePAC. It is preferred that departments either terminate via ePAC or send in a Termination PAF for hourly students after the student has completed their last day of work.

While procedures may have been different in the past, the current HR/Payroll procedure is that the “termination or end” date is the “first date the employee will be in a terminated status. This will be the first day not worked in the department or, in other words, the first day after the last day worked for your department.”

For example: If a monthly paid student works for the month of May and the last day they work is on 05/31/2015, the termination/end date reported on the PAF should be 06/01/15. Your student will then receive a full month’s wages.

The same applies for hourly paid students. If their last day is 05/15/15 the termination date put on the PAF will be 05/16/15.



Do we have to terminate or change the standard hours when students are on breaks or for the end of each semester during the academic year?

No, you do not need to terminate at the end of each semester or during breaks. You do not need to change the standard hours as students will only be gone for a short period of time.



When do we need to terminate student employees?

All students should be terminated over the summer if they are not working in your department during that time. You need to terminate the position the day after they have completed working in your department.

If you are concerned about making sure they have access to e-timesheet when they return, make sure to send in the rehire paperwork late July/early August. This will allow time for e-timesheet to be ready for when the student returns.

The only time a student should be terminated is if:

1. they are no longer working in your department
2. they have graduated
3. they are going abroad for a semester
4. they are not on campus for the summer

Many departments are not terminating student employees the day after their last day of employment. If a student is no longer working in your department, please terminate via [ePAC](#) (or submit a [PAF Turnaround](#)) terminating the student using the following procedure:

1. For all students please use Termination/END as the Action/Reason on the PAF.
2. Put the date after the students last day of employment.
3. If the PAF is not pre-printed - add the current job code and your department's mail drop.

Students should not be put in a "Leave of Absence" status. They should always be terminated.

No other information is required under "Employee – New Information". This termination procedure should be adhered to all year. Failure to comply causes many issues such as payroll issues, incorrect reporting, ePAC, and auditing issues, just to name a few. We also ask departments do not to use future terminations on hourly students for the same reasons.



Can I hire a student who has graduated?

No. A student who has graduated may be hired via Vanderbilt Temporary Service (VTS) or Human Resources.



What happens if I do not get a turnaround? How do I know for sure if my student has been terminated?

The termination should show in BI. You are also able to check ePAC and see if students are active under your department center. If the student is hourly, you will no longer see them listed on your e-Timesheet list after the termination date.

Changes in EPAC:

Resources for ePAC are available on the [Human Resources](#) website. You are able to make the following changes for students using your [ePAC](#) access:

- Terminations
- Earnings Distribution Changes (EDC)
- Retroactive Distribution Changes (RDC)
- Effort Certification
- Position transfers within the same home department
- Position Changes (as long as in the same department)
- Job Code Changes
- Pay Rate Changes (excluding Annual Increases)
- Kronos Class Changes
- Position Inactivation (vacant positions)
- Standard Shift Changes
- Mail Drop Changes
- Reports to Position Changes
- Standard Hour Changes

Thank you for processing these transactions for your student employee positions. To hire or rehire an Institutional student employee a PAF is required.

Warning: If you do not hire the student using the Federal Work Study Action Form, then your department will be charged back at 100%. **The Federal Work Study Action Form is required every year and is needed to hire, rehire or do a position change** from Institutional employment to Federal Work Study.



What if the change in ePAC does not work?

If the change does not work in ePAC please complete a Turnaround PAF.



Why won't the change work?

There could be several reasons. You are not able to go back and make changes prior to the current pay period. At this time, if you are unable to make the change, please complete a Turnaround PAF.



What can I do in ePAC, and what do I need to do a paper Turnaround PAF form for?



ePAC Job and Position Paper Transactions

What can be processed in ePAC	What must be processed on Paper
<ul style="list-style-type: none"> ★ Earning Distribution Changes (EDC) ★ Retroactive Distribution Changes (RDC) ★ Effort Certification ★ Position transfers within the same home department ★ Position Changes ★ Job Code Changes ★ Pay Rate Changes (excluding Annual Increases) ★ Kronos Class Changes ★ Position Inactivation ★ Standard Shift Changes ★ Mail Drop Changes ★ Reports To Position Changes ★ Standard Hours Changes 	<ul style="list-style-type: none"> ★ Hires and Rehires ★ Transfer between home departments ★ Adding Additional Jobs ★ System Corrections (if deadline is missed) ★ Changes to shift rates paid to an individual ★ Leave of Absence (Paid, Unpaid and Return from Leave) ★ Termination with Pay ★ Creation of new Positions ★ Activating an Inactive Position ★ Changes to Department Number on a Vacant Position ★ Student employees (non-distribution changes)

Summer Employment:

Students working over summer may work up to 40 hours per week in all active positions combined. They may continue to work in student Job Codes. *They should not work overtime*, especially if they have multiple positions.

If a student is not enrolled at least half-time during a pay period the student will have to pay their portion of FICA. FICA = Social Security and Medicare. It is accessed at 7.65% of gross wages. These withholdings will be in addition to the federal income taxes withheld based on the gross wages as well as the student's withholding selection.

The hiring department will also be charged the employer's portion (7.65%) of FICA (FRG code) for all students employed who are not enrolled at least half-time during a payment period.

Forms:

Where can we find the current hiring forms?



With the exception of the FWS Action Form, all hiring forms can be found on our [website](#) under the menu item For Employers → [Forms](#). Forms found here have been annotated with the following:

THIS IS A STUDENT EMPLOYEE:
Mail form to: STUDENT EMPLOYMENT Box 407810 Station B.
Deliver form to: 2309 West End Ave, Nashville TN 37203



W-4 Forms: *Does a W-4 need to be completed for REHIRES?*

No. We do not need this form after the initial hire.

A W-4 is not required for a rehire unless they wish to change their withholding status. They can view their current selection on [C2HR](#). Departments may [email](#) Student Employment to verify if additional paperwork is required.

The W-4 must be completed by the student. Do not complete this form for the student. A [W-4 "How to Complete" Guide](#) is on the Student Employment [website](#) under [For Students](#) > [Forms](#). Make sure the form is for the current year.

Please check to make sure it has been completed correctly. You are able to inform a student if the form is not completed correctly. However, you are not able to advise what tax option they should choose. Please ask the student to contact a parent/guardian or tax advisor in regards to completing their W-4. Incorrect W-4's causes the student's payroll to be impacted.

IMPORTANT: The student's address reported on the W-4 is the address used for students. Students may update their address via [C2HR](#). However, students should be encouraged to use their permanent address.

Payment Correction Requests (Formally Additional Pay Forms – APF):

All Payment Correction Requests (PCR) are to be sent to Student Employment. To avoid having to complete a PCR please adhere to the Payroll Deadlines. Failure to do so will result in the student not being paid till the next pay period which in most cases is in a month's time.



Should I complete a Payment Correction Request (PCR)?

First contact Student Employment to verify that a [PCR](#) is necessary. When monthly paperwork deadlines are not adhered to, a [PCR](#) is required in order for the student to be paid.



Can we request an off-cycle check if a student will not be paid?

An off-cycle check can be requested, however VU HR Payroll will determine if the off-cycle check can be processed. VU Payroll has been overwhelmed with off-cycle check requests. At times the student may be required to wait until the next pay period to be paid.



Who do I contact in order to request an off-cycle check?

Please contact Student Employment for all off-cycle check requests for student employees.



Why may a student be required to wait till the next pay period?

During high volume times the focus is on the current pay periods to ensure students get paid on time. Payroll sometimes gets requests for over 300 off-cycle checks making it impossible for current and past deadlines to be met at the same time.



Why can't an off-cycle check be direct deposited?

Off-cycle checks may be direct deposited if the direct deposit has been set up for 2 – 3 pay cycles. If not, then the check has to be printed, and authorized signatures obtained. The student will be notified to pick up their check from Medical Center North or 2525 West End.

Paperwork Deadlines:

Departments need to adhere to the hiring paperwork deadlines to ensure student employees are paid on time.



What are paperwork deadlines?

PAF, FWS Action Forms, and/or additional hiring documents need to be received in Student Employment (SE) in order to meet the payroll process. Paperwork and timesheet deadlines can be found on our [website](#).



What if the paperwork is received by Student Employment after the deadline?

If your paperwork is late please contact Student Employment for further assistance. Late paperwork will delay the student's payroll.



I sent the PAF/FWS Action Form to the Dean or Budget Officer for a signature, but I'm not sure if Student Employment received it?

It is recommended that you put a coversheet with your hiring PAF's when you send them to another office for signatures. You may want to contact the office to make sure the paperwork was sent to Student Employment on time.

The following is an example of a coversheet:

Student PAFs Authorized Signature Request

TIME SENSITIVE

Date Sent:

Please approve and send the following PAF/APF to Student Employment By: _____ All Student Employee Paperwork goes to Student Employment for processing.

Unsure if Student Employment has received the paperwork? [Email](#) Student Employment to check on the status. If it has been received on or prior to the deadline, it will be processed in time for payroll.

Tips to Help Expedite Paperwork:

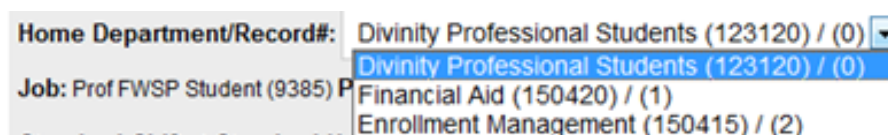
1. Make sure everything is correct prior to sending it to Student Employment.
2. On the PAF/FWS Action Form, please be sure that the Home Department information includes not only your department number, but also your department name on the top right.
3. Please staple hiring paperwork together. For example the W-4 behind the PAF/FWS Action Form
4. If you have a Payment Correction Request, please attach behind the PAF/FWS Action Form along with any other hiring.
5. Please stack your mail by pay group (**UBA (University Hourly)** / **UM1/MM1 (Monthly)** / **MBB (Medical Hourly)**). Student Employment sorts paperwork by the pay group. Make sure the correct pay group has been listed.
6. If attaching additional paperwork, please make sure the W-4 is correct prior to sending.
7. Please do not print out and send us copies of I-9 paperwork.

Timesheets/e-timesheets:

Student employees should be using e-timesheets. A student must submit an e-timesheet in order to allow the appropriate administrator approval. Use the [e-timesheet reporting tool](#) to help train your student employee.

Students should submit their e-timesheet the last shift of the payroll. It is recommended that submission and approval of timesheets are done prior to the Monday deadline (with the exception of students working the weekend). This will allow time if there are timesheet issues that need to be resolved.

If a student is working multiple jobs they must select the correct job through a drop down box listed under “Home Department/Record#” on their e-timesheet. Please train your student employee to ensure the correct job is being selected.



The screenshot shows a dropdown menu for 'Home Department/Record#'. The selected option is 'Divinity Professional Students (123120) / (0)'. Other visible options include 'Divinity Professional Students (123120) / (0)', 'Job: Prof FWSP Student (9385) P', 'Financial Aid (150420) / (1)', and 'Enrollment Management (150415) / (2)'.



What if I don't see a student listed on e-timesheets?

Students may not be able to use e-timesheet for their first pay period. If your student is not on your e-timesheet list then please submit a paper timesheet for their first pay period. If an e-timesheet or non-payment issue continues please [email](#) Student Employment. (See below for troubleshooting)



How do I know if our department is set up for e-timesheets?

Please email Student Employment your department number asking us to check if you are set up for e-timesheet. If you are not able to log in your department is either not set up or you are not an approver



How can I be added as an approver for e-timesheets?

An [Electronic Timesheet Approver Access](#) form needs to be completed. The decentralized admin can grant/remove access to the department(s)/center(s) requested. By being a decentralized admin that person can complete the request within Privilege Management or you can email to [VU HR Security](#) at 2525 West End, Suite 500.



While waiting for a student to have access to e-timesheet, where can they pick up a blank paper timesheet if one is unavailable in our department?

For **brown-backed (UBA)** or **green-backed (MBB)** a student may pick up a timesheet from:

- SE (limited supply)
- 975 Baker Building Lobby/Front Desk

For **green-backed (MBB)** only:

- Medical Center North

Paper timesheets must include the following:

1. Employee ID/Record Number. If you do not have an employee ID, you must complete the FULL social security number (preferred) or Commodore ID.
2. Department Name.
3. **Pay Period End Date – See [Payroll Calendar](#)**
4. Center Number (should match the center that was authorized by the Dean/Budget officer).
5. Job Code.
6. Completed hours for week 1/week 2.
7. Time worked to two decimal points.
8. Employee & Supervisor's signature. Supervisor must also print their name



What if the timesheet is late?

If the timesheet is late the student will not be paid till the next payroll deadline.

Part of a student employee's responsibilities is to complete a timesheet. Students need to comply with VU HR Payroll deadlines. Student Employment recommends that your department put into place a procedure for students who do not meet the mandated deadlines. Student employees need to be oriented to the VU policies regarding time reporting requirements.

HR has a link in the HR Toolbox called [Timesheets Directory](#) that has several links pertinent to this subject.



My student never remembers to submit their timesheet. What can I do?

First, talk with your student and find out what the issue is. Make sure that they have been trained correctly and they understand the importance of time reporting. Here are some ideas to aid supervisors and students:

1. Send an email reminder from the supervisor
2. A text reminder
3. A note by the computer or work station
4. Verbal reminder before they leave at the end of the pay period.

Please note that a student must be paid for all time worked. After you have exhausted all options to resolve the issue, you may terminate the student.

WARNING: In regards to [FWS students](#), the Federal Work Study Program has a limited yearly allocation, much like individual department budgets. FWS funding is monitored, therefore any student, who has multiple outstanding timesheets or consecutive late timesheets, may be switched to Institutional funding which will result in your department being charged 100% for any outstanding timesheets.



Can I view a previous saved or submitted timesheet?

You are able to run [e-timesheet reports in Business Intelligence \(BI\)](#). You are able to view a student's e-timesheet that they have been paid for should there be any discrepancies.



What if the student is having trouble accessing e-timesheet?

We are still receiving a large number of paper timesheets. If your student is having an issue with their e-timesheet please ask them to complete the following steps:

- Have the student try different browsers such as Internet Explorer (preferred) or Firefox.
- Have the student try accessing their e-timesheet from a different computer (i.e. a desktop).
- Have the student clear their cache.

If the student is still unable to access it, please email StudentEmployment@vanderbilt.edu with the following information:

- What is the specific error message your student receives when trying to access e-TS?
- What VUNET ID is the student using?
- Is the student's name showing up twice in the University Global Address Contact List?

Please have the student complete a paper timesheet until their e-TS issue is resolved to avoid delays in payroll.

Student Payment Options:

Students have several payment options they can use to be paid. They can use:

1. A check mailed to their department
2. A check mailed to their home address (Postal)
3. Direct Deposit (Sign up via [C2HR](#)) or use the [Direct Deposit form](#) under For Employers > Forms. Please make sure that the form has a void check or direct deposit slip and is signed prior to sending the form.
4. [Vanderbilt Pay Card](#)



What if the student's check is lost, stolen or expired?

A [Check Replacement Form](#) must be completed for each expired check. The student may bring the form to Student Employment or HR Processing/Payroll in the Baker Building.

Students also need to pick up any outstanding checks to make sure they are still valid. To correct a voided check causes unnecessary work for your department, Student Employment and VU Payroll to correct this issue. Please work towards correcting any time sheet and pay issues before your student leaves campus.

Emails and HireADore Newsletter:

Student Employment will notify you and your student regarding paperwork/timesheet and I-9 issues. Please do not ignore these emails. Respond and keep Student Employment updated.

Student Employment will also keep departments updated on changes to the payroll calendar, the [HireADore Newsletter](#), timesheet and paperwork deadline changes, holidays, etc. It is vital you read these emails as it is to ensure a student is paid on time.



I get so many emails. I don't have time to read them all!

This is common feedback we receive. If you don't have time please have someone in your department that does have the time be added to our mail list. The information sent out is important. There have been so many payroll issues because people have not taken the time to read their emails.

Student Employment Mail List:

Everyone who handles student employee paperwork or timesheets should be on the SE Mail List. If someone leaves, has replaced someone or needs to be added, please email StudentEmployment@vanderbilt.edu to request the change to our distribution list.

Department Training:

If you are a new administrator responsible for hiring students, you may set up a one on one appointment with Student Employment staff by [emailing](#) us with a few dates/times available for your visit to our office.

Student Employee Changes:

If a student has to change their name or social security number, please have them complete a [Personal Information Change Form](#). Documentation will need to be attached for these changes. These forms go to Student Employment. Student Employment must have this information to update files and systems.

BRET Research Intern:

Student Employment handles all registered Vanderbilt students. For more information regarding [Research Intern positions](#) please see the BRET website.

Volunteer Student Employees:

Student Employment does not process volunteer positions.

Vanderbilt Temporary Services:

Registered Vanderbilt student employees should always be hired as student employees. [VTS](#) provides services for non-Vanderbilt students, temporary staff, etc.

Stipends:

Student Employment does not process or answer questions regarding student [stipends](#). Please contact HR Processing.

Student Employee W-2's:

W-2's will be sent to students by VUHR the end of January each year. If a student has not received a W-2 by early February, they should be directed to log into [C2HR](#) where they can print their W-2. It will be found under the "Taxes" tab.

Student Injury Form:

If a student is injured while working, please follow the same procedures that you would for staff. To find the First Report of Injury Form, you need to go to www.Veritas.mc.vanderbilt.edu.

Student Employee Employment Verification/Background Checks:

Student Employment does not do employment verification or background checks for student employees. Please contact the [Employee Service Center](#) at 615.343.7000 or human.resources@vanderbilt.edu for employment and income verification of a current or past Vanderbilt University faculty or staff member, or student worker.