



Newsletter for VU Campus Employers

Summer 2009

National Student Employee Appreciation Week was April 12 – 18, 2009

Check it out!

We have now posted pictures on our website from the National Student Appreciation week. Thank you to the departments who sent them in.

www.vanderbilt.edu/studentemployment

“Game of the Week” winner’s pictures are also posted. Congratulations to Jena Carpenter, Chemical Engineering
Katie Wright, Vanderbilt Bookstore
and Carly Bigi, Office of Student Financial Aid.

Mark Your Calendar Job Fair August 25, 2009

Student Employment will be sending out invitations to the FWS Job Fair in July. Please watch for the invitation. If your department has not received one by mid July, please call us at 343-4562 or email workstudy@vanderbilt.edu.

The 2009 Job Fair will be held in Branscomb!

**Federal Minimum Wage
Increase \$7.25
Effective July 24, 2009**

FWS Information

The last day for Federal Work Study is **05/02/09**. All students that have Federal Work Study funding will be automatically terminated. **No paperwork** will need to be done by your department for this termination.



If your FWS student is working past 05/02/09 please:

1. Complete a Change in Student Employment Status form (located under forms on our website).
2. You will need to check the box that says "Job Code (FWS to Inst.)"
3. Fax it to the Student Employment Office at 343-8512 **before May 6th**.

Time Sheets

FWS finishes on 05/02/09. The office of Student Employment will take FWS time sheets for the pay period ending on 05/02/09.

After 05/02/09:

- We will only take time sheets that are FWS and prior to the date of 05/02/09.
- ALL time sheets after 05/02/09 should be sent to payroll or medical payroll.
- If any time sheets are sent to our office for any pay period after 05/02/09 they will be mailed to payroll or medical payroll which may cause delays in payroll.

Terminations



If you are terminating an Institutional Employee (non-FWS) please:

1. Complete a turnaround and send the original to Student Employment.
2. No fax copies will be accepted for Institutional Employees.

ALL students who are not working need to be terminated the day after they leave your department. Please **do not** wait till the end of the semester. If you are still receiving time sheets for a student worker and they have left it is because they have not been terminated. It is important for auditing purposes, background checks, as well as **security**, that you terminate these students correctly.

If your student worker is not working over summer but is returning next academic year a termination needs to be done for the day after they have left your department.

If a student wants to work over summer and is enrolled in summer or in fall then they need to be under a student job code.

Thanks for hiring students!

FROM:

Student Employment Services
Office of Student Financial Aid
2309 West End Avenue
Nashville, TN 37203-1725
615-343-4562 (3-4JOB)
615-343-8512 – fax

Email: workstudy@vanderbilt.edu

Info: www.vanderbilt.edu/studentemployment

Post Job: www.HireADore.com

Need Training?

Send us an email at workstudy@vanderbilt.edu and let us know how we can assist you!

We can post your positions in HireADore. Just email us the position name, department, contact person and contact information, any specific qualifications, the hours and pay range.

Forget your username and password? Send us an email and we'll send it back to you!

Note from Tracey, FWS Coordinator:

If you have received an Email stating that a FWS Student's funds have been exhausted then they have already been switched to Institutional and therefore **will not be** automatically terminated on 05/02/09.

TO:

