VOLTS: Test

Please print this page, complete the test questions, sign and date the sheet, and turn it in to your supervisor.

1. TRUE or FALSE: The W-4 tells Vanderbilt University Payroll how to withhold your earnings for income tax purposes.

2. TRUE or FALSE: A PAF or FWS Action Form must be completed by your supervisor for every job you have here at Vanderbilt.

3. TRUE or FALSE: As a student employee, you may elect to have your paycheck deposited directly into your checking account by logging onto C2HR.

4. TRUE or FALSE: You must SUBMIT your e-Timesheet for it to be approved.

5. TRUE or FALSE: Undergraduate students are limited to working 20 hours per week while school is in session.

6. TRUE or FALSE: If you don’t receive a paycheck, you should check with your supervisor first.

7. TRUE or FALSE: Falsification of timesheets is grounds for immediate termination.

8. TRUE or FALSE: You can make as many personal phone calls as you want while working.

9. TRUE or FALSE: You should consider all office information and communication confidential!

10. TRUE or FALSE: An I-9 must be completed prior to employment and identification must be shown the HR Administrator.

________________________________             _________________________________
Name of Student and Date                                                  Signature of Student