

Vanderbilt Online Training System 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 Contract must be filled out 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.
4. TRUE or FALSE: You should always use a blue or black ink pen to complete your timesheet.
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: The University's Equal Opportunity Statement and Anti-Harassment Policy pertain to student employees.

Name of Student

Signature of Student

Social Security Number

Date