Employing students at Vanderbilt is not new. However, with the implementation of the new Oracle Cloud system, the process to hire and pay students is changing. Along with the system changes, the roles of the Student Employment team are also shifting, but the team is available to departments and students needing assistance.

**Keys Things to Consider for Student Employment**

- Advertise your positions using [www.hireadore.com](http://www.hireadore.com)
- Get your student/hiring manager and HCM Specialist together so the hire can be completed in Oracle Cloud
- Students will pick up initial paycheck at Human Resources, Baker Building 10th Floor. Subsequent paychecks will be delivered via direct deposit after completing the required form.
- Hourly-paid students will record their time worked online using the Time module in Oracle Cloud

**Process for I-9 Completion**

1. Send email (Subject: I-9 Request) to: StudentEmployment@Vanderbilt.edu and include student’s email address
2. Student completes Section 1 online
3. Student reports to Human Resources at Baker Building, 10th Floor with required identification documents to complete Section 2

**Contact Student Employment**

- [www.vanderbilt.edu/studentemployment](http://www.vanderbilt.edu/studentemployment)
- studentemployment@vanderbilt.edu

**Resources**

- Access training materials at [https://www.vanderbilt.edu/skyvu/training-resources.php](https://www.vanderbilt.edu/skyvu/training-resources.php).
- Questions? Email skyvu@vanderbilt.edu