Student Employment

Welcome
Department Training
July 2013
Student Employment Team

- Libby Crew - SE Assistant
- Megan Norfleet – SE Assistant
- Tracey Jackson – SE Coordinator
- Karen Hauser - Supervisor
Contacting Student Employment

Phone: 615-343-4562
Email: StudentEmployment@vanderbilt.edu
Website: www.Vanderbilt.edu/StudentEmployment
Hiring Website: www.HireADore.com
Deadlines

- Timesheet Deadline Reminder
- Hourly Paperwork Deadline Reminder
- Monthly Paperwork Deadline Reminder
- Email SE to check the receipt of paperwork
- SE will email if there are any paperwork/timesheet issues.
## Payroll Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Group</th>
<th>Paperwork Due in SE for the Pay Period</th>
<th>Pay Period</th>
<th>Timesheets Due in SE for this Pay Period</th>
<th>Paycheck Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>MBB</td>
<td>7/24/2013, 8/7/2013, 8/21/2013</td>
<td>7/14/2013 - 7/27/2013</td>
<td>7/29/2013, 8/12/2013, 8/26/2013</td>
<td>8/2/2013</td>
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<td></td>
<td></td>
<td></td>
<td>7/28/2013 - 8/10/2013</td>
<td>8/26/2013</td>
<td>8/16/2013</td>
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<tr>
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<td></td>
<td></td>
<td>8/11/2013 - 8/24/2013</td>
<td></td>
<td>8/30/2013</td>
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</tbody>
</table>
Importance of Deadlines

- Vanderbilt customer (students) get paid for the work they did.
- Prevents over/underpayment.
- Prevents additional work such as off-cycles
- Prevents incorrect W-2’s
- Impacts tax and Financial Aid
# Importance of Deadlines

A month of deadlines for Student Employment

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
<th>Week 3</th>
<th>Week 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBB/UBA</td>
<td>UBA/MBB</td>
<td>MBB/UBA</td>
<td>UBA/MBB</td>
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<tr>
<td></td>
<td></td>
<td>UM1/MM1</td>
<td></td>
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</tbody>
</table>
Off-Cycle Checks & APF’s
Federal Work Study
Federal Work Study

- 60/40 Split
- FWS Budget
- FWS Job Fair
- FWS Action Forms
Federal Work Study Tips

- Ask the student if they are using FWS in another position.
- Use the FWS Calculators to estimate when a student will exhaust their FWS funding.
- Make sure all timesheets meet the deadlines. Late timesheets may result in 100% charge to departments.
- Tell the student from the start of their employment if they will lose or keep their position should they exhaust their FWS funding.
Do not share student employee turnarounds
Do not transfer student employees. The old department needs to terminate. The new needs to rehire.
Training Students
Training Students

- How to do an e-timesheet or Kronos.
- When to submit an e-timesheet.
- How and when they get paid.
- Who is their supervisor.
- Who they contact if their supervisor is out.
- What is expected of them.
- Schedules.
- Refer to SE if issues arise.
Training Student - Tips
Training Student - Tips

- Open Communication.
- Email Reminders.
- Text Reminders.
- Note by the work station.
Paperwork Issues

- Old paperwork used.
- Separation of hiring paperwork/additional paperwork.
- Sending student employee paperwork to the wrong place.
- Not all information included.
- Not taking action to problem emails
- Overhours
W-4 Common Problems

- Missing from the paperwork.
- Not the current year.
- Line 5 & line 7 completed.
- Address (permanent address) not completed.
- SSN not listed.
- Not signed.
- Corrections.
Additional Paperwork

- Student Employment Website > For Employers > Forms
- Additional paperwork states:

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

- Highlight for the student if they take this form with them.
EPAC Issues

- Only change is the EDC.
- Does not change the job code. PAF required.
- Does not change update future changes. PAF required.
Terminations

Termination/End
LOA/SE Temporary
Future Terminations
Terminate AFTER last day worked.
Monthly Terminations
Additional Information

- Students Evaluate Departments.
- Control F
- Hyperlinks
- The Buzz
Questions/Answers

Please complete the Student Employment Training Survey.
Thank you!
Department Training
July 2013