July 2018 Student Employment Newsletter

It’s that time of year again! In preparation for the upcoming school year we have included some important information regarding Student Employment.

**Virtual Job Fair:**

Our virtual job fair begins August 1st. Please upload your jobs into HireADore as both new & returning students now have access to HireADore. Please note if you hire a Federal Work Study (FWS) with a start date of August 1st they will be paid from Federal Work Study funds. Both FWS and Non-FWS jobs will be included in the virtual job fair. If you do not have a HireADore account you may register for an account here.

**FWS Hire Process:**

You can determine if a student has a Federal Work Study (FWS) award by using the student search option in HireADore. You can simply enter the students first and last name and select FWS as the “applicant type,” as shown below.
Search Results will look like this:

Results will you show students name and applicant type. Please click the student’s name.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Applicant Type</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Federal Work Study, Institutional (University), Off-Campus Employer, UGRD</td>
<td></td>
</tr>
</tbody>
</table>

You will be brought to the student’s demographic info. Scroll to the bottom to find the student awards section. Here you will be able to determine if a student has FWS for 2018-2019. If no FWS award is listed for July 2018-June 2018 this means the student does not have FWS. See example below.

<table>
<thead>
<tr>
<th>Student Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Period</td>
</tr>
<tr>
<td>07/01/2016 - 06/30/2017</td>
</tr>
</tbody>
</table>

SkyVU:

Please refer to both the SkyVU and Student Employment websites for additional resources regarding the following:

- How to Hire/Rehire a Student
- Time Reporting Demo
- Student Pay
- Payroll Calendar

SkyVU [https://www.vanderbilt.edu/skyvu/](https://www.vanderbilt.edu/skyvu/)

Student Employment [https://www.vanderbilt.edu/studentemployment/](https://www.vanderbilt.edu/studentemployment/)

Federal Work Study Community Service Positions:

Federal Work Study regulations require 7% of FWS eligible students to be placed into community service assignments. Please be sure to use the correct position name/JCAT for those students who are in community service assignments. FWS Community Service positions should have “CS” within the position name. Please view the table below for a list of Community
Service FWS position names. We must keep an accurate account of all students for federal reporting purpose. Your assistance is appreciated.

FWS UG CS Math Tutor  FWS Grad/Prof CS Math Tutor
FWS UG CS Student  FWS Grad/Prof CS Student
FWS UG CS Read Tutor  FWS Grad/Prof CS Read Tutor

Community service positions may be in a department or work unit that provides services open and accessible to the community. These services may include:

- Libraries and art galleries open to and accessible to the public.
- Health care fields.
- Child care for the community (cannot include child care for VU staff only).
- Literacy training and education (including tutorial services) in public schools.
- Community improvement projects.
- Emergency preparedness and response.
- Support services for students with disabilities (this may include students with disabilities who are enrolled at Vanderbilt University).

FWS Costing Information:

The HCM Specialist will need to add the department COA and the FWS POET to your FWS student employee. Please remember to add the costing information for your student employee once the HR approval notification is received by the HCM Specialist indicating the hire has been processed.

- The 2018-2019 Federal Work Study cost share will be 60% FWS and 40% Institutional (departmental) funding.
- The 2018-2019 FWS POET costing string is:
  Project = 600749
  Org     = 26200
  Expend  = SalStud
  Task    = 1

Student Employment Contact Information:

Hours: Monday - Friday 8:00 am - 4:30 pm
By Phone: (615) 343-4562
By Email: StudentEmployment@vanderbilt.edu