Department Guide to Student Employment Directory

Vanderbilt University Student Employment is located in the Office of Student Financial Aid and Undergraduate Scholarships.

This guide was produced by Student Employment and revised in July 2013. It is to be used by hiring departments as a tool to comply with Vanderbilt HR practices and policies. The information is subject to change. Current information may be found on the Vanderbilt HR Website as well as the Vanderbilt Student Employment Website.
Student Employment

Basic Information:

Address: 2309 West End Ave
Nashville, TN 37203

Phone: 615-343-4562
Fax: 615-343-8512
Email: StudentEmployment@vanderbilt.edu

Website: www.vanderbilt.edu/studentemployment
Job Bank: www.hireadore.com

On-campus Mail: Student Employment
Box 407810 Station B.

Hours: 8:00am – 5:00pm

Location: We are located in the Student Financial Aid & Undergraduate Scholarships building between Carmichael East and Undergraduate Admissions, room 325.

Student Employment Staff:

Libby Crew – Student Employment Assistant

- General Information
- Intake area for mail, students, departments
- I9’s
- HireADore

Megan Norfleet – Student Employment Assistant

- Process Institutional Hourly (MBB/UBA) paid students
- Process Institutional/FWS Timesheets

Tracey Jackson – Student Employment Coordinator

- Process FWS Hourly (MBB/UBA) and Monthly (UM1/MM1) paid students
- Process Institutional Monthly (UM1/MM1) paid students
- FWS Job Fair

Karen Hauser – Assistant Director

NOTICE: Student employment paperwork (University and Medical) as well as paper timesheets are to be sent to Student Employment.

Drop Boxes:

Student Employment has a drop box at the following locations:

1. Baker Building – 9th Floor
2. Medical Center North HR Express
3. HR Express – 2525 West End.

All forms must be in an envelope marked STUDENT EMPLOYMENT.
Hiring a Student Employee:

All Vanderbilt students are directed to our online job bank [HireADore](#). Departments can post open positions and the student will contact them directly. Once you have hired a student you can inactivate your position in [HireADore](#). Another opportunity to hire students with Federal Work Study funds is at the FWS Job Fair. That is held annually in mid August.

*How many hours can a student employee work?*

Undergraduates and International students can work up to 20 hours per week, all jobs combined, during academic periods.

Graduate/Professionals can work up to 29.5 hours per week, all jobs combined, during academic periods.

International Undergraduate students and International Graduate/Professional students are limited to working 20 hours per week during academic periods.

*How many hours can a student employee work in summer?*

Students can work up to 40 hours per week, all jobs combined as long as they are not enrolled in full-time classes.

*Are departments required to give student employees breaks during their work period?*

Yes, depending on the hours scheduled. Please review [HR Policy #030](#).

*Can a student work overtime? Do they get paid for holidays?*

Students should not work overtime. They do not earn holiday pay. Students are not eligible for staff and faculty benefits.

*What about hiring International student employees?*

Please refer to our [website](#) for information regarding the hiring process of [International students](#).

*What can I pay a student employee?*

A [Wage Matrix](#) can be found on our [website](#), however, it is up to each hiring department and their budget officer. The current minimum wage is $7.25.

*What happens if hiring processes change?*

Departments should keep up with the HR changes so a student’s HR paperwork can processed correctly. Student Employment sends emails to departments with such information, as well as posting changes in the Student Employment newsletter, [The Buzz](#).
VU Institutional Employment - New Hire:

There are two types of Student Employment programs at Vanderbilt University:
1. VU Institutional Employment which requires the department to pay 100% of the student’s wages.
2. The Federal Work Study Program (FWS) allows a portion of the student’s wages to be funded by the student’s Federal Work Study award and a portion funded by the hiring department.

A New Hire student employee is a student who has never worked on Vanderbilt campus before. The following is required to be completed and/or submitted:

1. New Hire Personnel Action Form (PAF)
2. New Employee Information Form (NEIF)
3. W-4 Form
4. I-9 e-Verify

Has the student completed their I-9? **Do not** allow a student to work until this process has been completed!

**What information is needed on the New Hire PAF in order for it to be processed?**

“Employee Information” is the full legal name of the student. Use the format – last name, first name, plus the middle initial (e.g. Smith, John L.). Also provide the full social security number. *This format helps prevent mistakes!

```
Employee Information:

Name:
SSN:
```

“Department information” needs all the information completed.

```
Department Information:
Home Department:
PAF Responsible:
Location:
Initiator:
Phone:
```
“Employee – Current Information” needs to have all of the applicable fields completed. Please provide the student’s permanent address as reported on their W-4. Please use a U.S.A. address (if possible) for International student employees.

“Employee – New Information” – In order to process the paperwork we will need the following information:
1. Action = Hire
2. Reason = NPS New Position
3. Effective Date
4. Job Code
5. Home Department ID#
6. Pay Group (UBA/UM1/MM1/MBB)
7. Mail Drop
8. Standard Hours – This has to be a set number. It can’t be a range.
9. Comp Frequency – Hourly or Monthly
10. Comp Rate – Hourly or Monthly pay rate

“Employee Distribution – New Information” requires the center number, the job code and the percentage.

“Approval Signatures” must have the New Hire PAF signed by PAF authorized personnel. If you are not sure who that is let us know.
Before sending to Student Employment did you attach the New Employee Information Form and the W-4? Has the student completed their I-9? Authorized signatures included?

New Hire PAF’s will not be processed without the attached forms. Please do not send them separately or to HR. It will delay processing.

Rehire - What if the student has worked on campus before but not in my department? Which hiring form do I complete?

A blank PAF Turnaround should be completed to hire Institutional students who have worked on campus before, even if they haven’t worked in your department. You can contact Student Employment for their employee ID and inquire if additional paperwork is needed.

Are we able to transfer students from one department to another or send a Turnaround to another department?

It is preferable to have the department who no longer needs the student’s services to submit a termination PAF and the hiring department to rehire the student using a PAF Turnaround.

Students may not be transferred into a staff positions. A termination PAF must be completed to terminate the student status. Refer to HR policies and procedures regarding staff personnel.
Federal Work Study Employee New Hire/Rehire:

Federal Work Study is a need based financial aid award. A student has to be eligible for FWS before they can be hired as an FWS Student Employee. The FWS Action Form has to be requested from Student Employment. FWS pays up to 60% of the student’s wage and the department pays 40% or more of the FWS student employee’s wage. This is subject to change should funding levels change.

**Unsure if a Student Employee has FWS?**

Email Student Employment to see if a student has FWS.

**Do I need to complete a PAF and a FWS Action Form to hire a student into FWS?**

No. The FWS Action Form is a Personnel Action Form (PAF). Do not complete both as it may cause double entry of positions.

**How do I get the FWS Action Form for a student employee?**

Email Student Employment to request the FWS Action Form. Do not send the student to pick up the form as they are not given out to students. This form has to be emailed to the initiator of the paperwork. You will not find this form online.

**What if the hire date is prior to the FWS start date? Do I complete a PAF and an FWS Action Form?**

No. Any date that is put on the FWS Action Form that is prior to the FWS start dates will be processed as Institutional and then switched to FWS when it begins. A Personnel Action Form (PAF) will not be accepted to hire someone into FWS.

**What happens when a student’s funding is exhausted?**

Student Employment will notify the hiring department as well as the student to notify them that the FWS funds have been exhausted. The student’s position will be switched from FWS to VU Employment. It will be up the department, in conversation with the student, whether they can retain the student position.

If your student is a new hire (has not worked on campus before) then you need to do the following:

1. FWS Action Form
2. New Employee Information Form (NEIF)
3. W-4 Form
4. I-9 e-Verify

Has the student completed their I-9? **Do not** allow a student to work until this process has been completed. For information/instructions on the I-9 process, refer to the Vanderbilt HR Website or the Student Employment Website.
What information is needed on the FWS Action Form in order for it to be processed?

You do not need to change or complete anything under “Student Employee Information”. It is pre-printed. Any change in this area has to be done by Student Employment.

“Student Job Title” & “Job Description” has to be completed.

“Employee Distribution” needs to be completed. If there is one center number the percent will be 100%. If there is more than one center number then the percentage is divided to add up to 100%. While FWS does pay a percentage of the student’s wage, the center reported should indicate 100%.

“Hiring Department Information” needs to be completed. The person/s listed will be contacted regarding issues with paperwork/payroll:

```
HIRING DEPARTMENT INFORMATION
Home Department: _________________________________
PAF Responsible: ________________________________
Location: ________________________________
Initiator: ________________________________
Email: ___________________________ Phone: ________
```

“Employee – New Information” requires an effective date. If you put a date on the FWS Action Form, for example August 1st to the start of FWS, the student will be processed under Institutional Employment and then switched to FWS on the FWS start date. The department does not have to complete a PAF and an FWS Action Form.

If the student is currently active in summer employment, the effective date for the position change will be the start date of FWS.

**Warning:** Student Employment will not back-date or retro-actively apply FWS. We will make the position change effective the start of the current payroll based on the time we receive the FWS Action Form.

```
Effective Date: ________________________________
Any effective date from August 1st till FWS Starts will be processed as Institutional Employment then switched on the appropriate date to FWS.
```
“End Date” - All FWS students are switched from FWS to VU Institutional Employment at the FWS end date or prior if the FWS funding has been exhausted. Departments must put in a termination PAF after the student’s last day of employment to terminate the position.

“Job Code – Please Circle Appropriate” needs to be completed. The enrollment level of the student is shown in the top left hand corner under “Student Employee Information”. You need to circle the appropriate job code. Community Service positions are with departments who serve the community at large.

Complete the following:

1. Home Dept. ID
2. Pay Group (UBA/UM1/MM1/MBB)
3. Mail Drop
4. Standard Hours – must be a number not a range.
5. Comp Frequency – Hourly or Monthly
6. Comp Rate – Hourly or Monthly pay rate

“Approval Signatures” – you must have the FWS Action Form signed by PAF authorized personnel. If you are not sure who that is let us know. Please print your name underneath your signature.

Once completed the original FWS Action Form must be sent to Student Employment.

Before sending to Student Employment did you attach the New Employee Information Form and the W-4? Is the I-9 completed? Authorized signatures included?

FWS Action Forms cannot be processed without the attached forms for student employees who have never worked on campus before. Please do not send them separately or to HR. It will delay processing. If in doubt, check the email that sent the FWS Action Form. It will give you step-by-step instructions about what paperwork is required. If the student has worked on campus, the email will indicate that no additional paperwork is required.
Submitting Changes to Student Employees/Rehires:

**Tips:** Action/Reason to ensure your hiring paperwork is processed correctly. An effective date is required for all actions. **Record only the data to be changed.** For example: a termination only requires the action/reason listed above and an effective date.

1. To hire/rehire a student who has worked at Vanderbilt before (Institutional funding only)

   ![Employee - New Information](Image)

   - **Action:** Rehire
   - **Reason:** Rehire

2. To hire a student into an additional job (Institutional funding only)

   ![Employee - New Information](Image)

   - **Action:** Hire
   - **Reason:** Additional Job

3. To change the earnings distribution center (Institutional funding or FWS)

   ![Employee - New Information](Image)

   - **Action:** Ems Dist
   - **Reason:** Earnings Dist Change

4. To change the pay rate (Institutional funding or FWS)

   ![Employee - New Information](Image)

   - **Action:** Pay Rt Chg
   - **Reason:** Other Pay Rate Change

5. To terminate (Institutional funding or FWS)

   ![Employee - New Information](Image)

   - **Action:** Termination
   - **Reason:** End Date

6. To change the job code, standard hours, or if you have multiple changes (for example: EDC and a Pay Rate) (Institutional funding or FWS)

   ![Employee - New Information](Image)

   - **Action:** Posn Chg
   - **Reason:** Status Change
Terminations:

Student Employment prefers departments do not put in future terminations, especially for hourly paid students. Future terminations have caused too many issues which include payroll and EPAC. It is preferred that departments send in a **Termination PAF** after the student has completed their last day of work.

While procedures may have been different in the past, the current **HR/Payroll procedure** is that the “termination/end” date is the “first date the employee will be in a terminated status. This will be the first day not worked in the department or, in other words, the first day after the last day worked for your department.”

For example: If a monthly paid student works for the month of May and the last day they work is on 05/31/2013, the termination/end date reported on the PAF should be 06/01/13. Your student will then receive a full month’s wages.

The same applies for hourly paid students. If their last day is 05/15/13 the termination date put on the PAF will be 05/16/13.

**Do we have to terminate or change the standard hours when students are on breaks or for the end of each semester during the academic year?**

No, you do not need to terminate at the end of each semester or during breaks. The only time a student needs to be terminated is when they are no longer working for your department or if they leave over summer as it is usually a two – three month break in employment. Please put “Graduating” on the termination PAF if the student has graduated. Students who graduate may work as a student employee up till May 31st. After that date the student must be terminated. If the student is working past May 31st they need to be hired via Vanderbilt Temporary Services.

**When I put in a termination, why do students show up under Leave of Absence? Should I put Leave of Absence instead of Termination/End?**

Student Employment has been placing the student into a Leave of Absence status within a SE Temporary Department. This was designed to eliminate the break in employment scenario that was causing the I-9 re-certification requirement.

Please continue to process student PAF/Turnarounds for Action = Termination/Reason = End.

When a student is “rehired” they will be transferred from the SE Temp Department into the current hiring Home Department.

**What happens if I do not get a turnaround? How do I know for sure if my student has been terminated?**

You are able to check EPAC and see if students are active under your department center. If the student has a future termination date, you may enter an “as of” date in the Business Objects criteria, verifying they are active in your department. If the student is hourly, you will no longer see them listed on your e-Timesheet list.
Changes in EPAC:

The only change that may be done in EPAC for student employees is an Earnings Distribution Change.

Student Employment prefers departments complete a PAF Turnaround for this action. When departments make changes in EPAC it will not affect future changes already been made on the student’s record. This may cause distribution and/or payroll issues. EPAC entries will not change the student’s job code and a PAF Turnaround will have to be completed to make that change.

Summer Employment:

Students working over summer may work up to 40 hours per week in all active positions combined. They may continue to work in student Job Codes.

If a student is not enrolled at least half-time during a pay period the student will have to pay their portion of FICA. FICA = Social Security and Medicare. It is accessed at 7.65% of gross wages. These withholdings will be in addition to the federal income taxes withheld based on the gross wages as well as the student’s withholding selection.

The hiring department will also be charged the employer’s portion (7.65%) of FICA (FRG code) for all students employed who are not enrolled at least half-time during a payment period.

Forms:

Where can we find the hiring forms?

With the exception of the FWS Action Form, all hiring forms can be found on our website under the menu item For Employers → Forms. Forms found here have been annotated with the following:

**THIS IS A STUDENT EMPLOYEE:**

*Mail form to: STUDENT EMPLOYMENT Box 407610 Station B.
Deliver form to: 2309 West End Ave, Nashville TN 37203*

W-4 Forms: Does a New Employee Information form and W-4 need to be completed for REHIRES?

No. A “New Employee Information Form” is only required for the first time a student starts working on Vanderbilt campus. We do not need this form after the initial hire.

A W-4 is not required for a rehire unless they wish to change their withholding status. They can view their current selection on C2HR. Departments may email Student Employment to verify if additional paperwork is required.

The W-4 must be completed by the student. **IMPORTANT:** The student’s address reported on the W-4 is the address used for students. Students may update their address via C2HR. However, students should be encouraged to use their permanent address.
W-4 Guide for Students

Students have two choices for their W-4.

1. They can choose to have federal taxes held. The amount of taxes taken out is decided by the total number of allowance they claim on line five.

   By placing a “0” on line 5, they are indicating that they want the maximum amount of federal withholding taken out of their paycheck each pay period.

   If they wish to claim 1 for themselves, then less tax will be withheld from their paycheck each pay period.

   The higher the number of allowances, the less taxes withheld from their paycheck each pay period. (See Example 1)

2. Students can choose to have no taxes withheld from their paycheck by claiming “Exemption” (see Example 2). Please note the top of the W-4 does state:

   **Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $1,000 and includes more than $350 of unearned income (for example, interest and dividends).

   This would include all earnings combined for the tax year. If the student’s income exceeds $950 they could end up paying taxes at the end of the tax year. Students should contact a tax advisor for more information. If they choose Exemption they will be asked to complete a new W-4 at the beginning of each calendar year as their Exempt status expires. The student will be notified via email.

The address the student reports on their W-4 is the address entered into the HR/Payroll system. This should be their permanent address. Please note that if they put their out-of-state home address, state taxes may be withheld according to state laws. The student will be notified by email, if applicable. Again, the student should contact an accountant for further advisement regarding this issue.

Students can change their W-4 at any time during the year. More information can be found at [www.irs.gov](http://www.irs.gov).
Example 1

Line 5 indicates 1 allowance. This means a certain percent of tax will be taken out of each pay period.

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Example 2

Line seven indicates Exempt. This means no taxes will be taken out each pay period.
**Additional Pay Forms (APF):**

**Should I complete an Additional Pay Form (APF)?**

First contact Student Employment to verify that an APF is necessary. Often, Student Employment can get your hiring paperwork processed in time to meet the deadline. However, when monthly paperwork deadlines are not adhered to, an APF is needed in order for the student to be paid.

**Can we request an off-cycle check if a student will not paid?**

An off-cycle check can be requested, however VU HR Payroll will determine if the off-cycle check can be processed. VU Payroll has been overwhelmed with off-cycle check requests. At times the student may be required to wait until the next pay period to be paid.

**Who do I contact in order to request an off-cycle check?**

Please contact Student Employment for all off-cycle check requests for student employees.

**Why may a student be required to wait till the next pay period?**

During high volume times the focus is on the current pay periods to ensure students get paid on time. Payroll sometimes gets requests for over 300 off-cycle checks making it impossible for current and past deadlines to be met at the same time.

**Why can't an off-cycle check be direct deposited?**

The off-cycle check is not part of the regular pay cycle. The check has to be printed, and authorized signatures obtained. The student will be notified to pick up their check from Medical Center North or 2525 West End.

**Paperwork Deadlines:**

Departments need to adhere to the hiring paperwork deadlines to ensure student employees are paid on time.

**What are paperwork deadlines?**

PAF, FWS Action Forms, and/or additional hiring documents need to be received in Student Employment (SE) in order to meet the payroll process. HR deadlines can be found on our [website](#).

<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>
</table>
What if the paperwork is received by Student Employment after the deadline?

If your paperwork is late please contact Student Employment for further assistance. Late paperwork could delay the student’s payroll.

I sent the PAF/FWS Action Form to the Dean or Budget Officer for a signature, but I’m not sure if Student Employment received it?

It is recommended that you put a coversheet with your hiring PAF’s when you send them to another office for signatures. The following is an example of a coversheet:

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**Student PAFs Authorized Signature Request**

**TIME SENSITIVE**

Date Sent:

Please approve and send the following PAF/APF to Student Employment By: ____________ All Student Employee Paperwork goes to Student Employment for processing.

To:   Student Employment  
StudentEmployment@vanderbilt.edu  
2309 West End Avenue  
Nashville TN 37203-1725

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Tips to Help Expedite Paperwork:

1. Make sure everything is correct prior to sending it to Student Employment.

2. Please do not staple or tape inter-office envelopes. This includes taping mailing directions to the front of the envelope.

3. On the PAF/FWS Action Form, please be sure that the Home Department information includes not only your dept. number, but also your department name on the top right.

4. Please staple hiring paperwork together. For example the W-4 and New Employee Information Form behind the PAF/FWS Action Form

5. If you have an Additional Pay Form, please attach behind the PAF/FWS Action Form along with any other hiring.

6. Please stack your mail by pay group (UBAs together, UM1s together, MM1 and MMBs together)

7. Separate terminations from other PAF/FWS Action Forms.

8. Please do not print out and send us copies of I-9 paperwork.

Timesheets/e-timesheets:

The majority of departments should be using e-timesheets. A student must submit an e-timesheet in order to allow the appropriate administrator approval. Use the e-timesheet reporting tool to help train your student employee.

If an e-timesheet is submitted but not approved, it will be uploaded into payroll. An email will be sent to the student and the approver letting them know. Please provide your student employees with timesheet deadlines.

What if I don’t see a student listed on e-timesheets?

Students may not be able to use e-timesheet for their first pay period. If your student is not on your e-timesheet list then please submit a paper timesheet for their first pay period. If an e-timesheet or non-payment issue continues please email Student Employment.

How can I be added as an approver for e-timesheets?

An Electronic Timesheet Approver Access form needs to be completed. Once completed the form needs to be sent to VU HR Security at 2525 West End, Suite 500.

If a student is working multiple jobs they can select the correct job through a drop down box listed under “Home Department/Record#” on their e-timesheet.
A student can also change the distribution of center numbers for a pay period via e-timesheets:

Paper timesheets must include the following:

1. Employee ID/Record Number or FULL social security number
2. Department Name
3. **Pay Period End Date**
4. Center Number (should match the center that was authorized by the Dean/Budget officer)
5. Job Code
6. Completed hours for week 1/week 2
7. Time worked
8. Employee & Supervisor’s signature
**IMPORTANT:** It is the student and department’s responsibility to ensure that the hours are accurate and added up correctly. We will process the overall total hours for each week.

Please make sure the student has put the hours to one decimal point. See above. For example if a student worked 1 & ¼ hours then it should be written as 1.2. If the student writes 1.25 it will only be processed at 1.2. Please see the back of the timesheet for instructions.

Communication is important. Please make notes on the timesheets especially if the student is being paid for hours missed on a previous timesheet that the student was previously paid for.

*How can I be added as an approver to pick up pay checks?*

A [Payroll Check Distribution Form](#) needs to be completed and send to HR Processing, PMB 407718.

*Where do I send a student’s paper timesheet?*

All FWS and Institutional paper timesheets should be submitted on Mondays to Student Employment. Sending it to VU Payroll may delay processing, however, Payroll will forward these timesheets to Student Employment.
**What if the timesheet is late?**

If the timesheet will be received by Student Employment after the Monday deadline, please email Student Employment. Our goal is to pay student employees on time.

**Can we request an off-cycle check if we do not meet the deadline?**

We can request an off-cycle check, however VU Payroll will determine if it can be done. The student may be required to wait until the next pay period to be paid.

Part of a student employee’s responsibilities is to complete a timesheet. Students need to comply with VU HR Payroll deadlines. Student Employment recommends that your department put into place a procedure for students who do not meet the mandated deadlines. Student employees need to be oriented to the VU policies regarding time reporting requirements.

HR has a link in the HR Toolbox called [Timesheets Directory](#) that has several links pertinent to this subject.

**My student never remembers to submit their timesheet. What can I do?**

First, talk with your student and find out what the issue is. Make sure that they have been trained correctly and they understand the importance of time reporting. Here are some ideas to aid supervisors and students:

1. Send an email reminder from the supervisor
2. A text reminder
3. A note by the computer or work station
4. Verbal reminder before they leave at the end of the pay period.

Please note that a student must be paid for all time worked. After you have exhausted all options to resolve the issue, you may terminate the student.

**WARNING:** In regards to [FWS students](#), the Federal Work Study Program has a limited yearly allocation, much like individual department budgets. FWS funding is monitored, therefore any student, who has multiple outstanding timesheets or consecutive late timesheets, may be switched to Institutional funding which will result in your department being charged 100% for any outstanding timesheets.
Student Payment Options:

Students have several payment options they can use to be paid. They can use:

1. A check mailed to their department
2. A check mailed to their home address (Postal)
3. Direct Deposit (Sign up via C2HR)
4. Vanderbilt Pay Card

What if the student’s check is lost, stolen or expired?

A Check Replacement Form must be completed. The student may bring the form to Student Employment or HR Processing/Payroll in the Baker Building.

Students also need to pick up any outstanding checks to make sure they are still valid. To correct a voided check causes unnecessary work for your department, Student Employment and VU Payroll to correct this issue. Please work towards correcting any time sheet and pay issues before your student leaves campus.

Emails and The Buzz:

Student Employment will notify you and your student regarding paperwork/timesheet and I-9 issues. Please do not ignore these emails. Respond and keep Student Employment updated.

Student Employment will also keep departments updated on changes to the payroll calendar, The Buzz, timesheet and paperwork deadline changes, holidays, etc. It is vital you read these emails as it is to ensure a student is paid on time.

I get so many emails. I don't have time to read them all!

This is common feedback we receive. If you don’t have time please have someone in your department that does have the time be added to our mail list. The information sent out is important. There have been so many payroll issues because people have not taken the time to read their emails.

Student Employment Mail List:

Everyone who handles student employee paperwork or timesheets should be on the SE Mail List. If someone leaves, has replaced someone or needs to be added, please email StudentEmployment@vanderbilt.edu to request the change to our distribution list.

Department Training:

If you would like training others in your department, please email Student Employment.

Student Employee Changes:

If a student has to change their name or social security number, please have them complete a Personal Information Change Form. Documentation will need to be attached for these changes.
These forms go to Student Employment. Student Employment must have this information to update files and systems.

**BRET Student Employees:**

Student Employment processes registered Vanderbilt students. Hiring paperwork for these students should be sent to HR Processing in the Baker Building. Research Intern positions are also processed by HR Processing in the Baker Building.

**Volunteer Student Employees:**

Student Employment does not handle volunteer positions.

**Vanderbilt Temporary Services:**

Registered Vanderbilt student employees should always be hired as student employees. VTS is for non-Vanderbilt students, etc.

**Stipends:**

Student Employment does not process or answer questions regarding students stipends.
VU Institutional Employment Checklist

This checklist is for hiring Student Employee’s ONLY. Undergraduate students are limited to 20 hours per week. Graduate/Professional students are limited to 29.5 hours per week.

Unsure if a student has worked on campus before. Please email with the student’s full legal name. Someone will contact you regarding what needs to be completed.

FOR NEW HIRE INSTITUTIONAL STUDENT EMPLOYEES

This information can be found also on page 4 of the SE Department Guide.

- NEW HIRE PERSONNEL ACTION FORM COMPLETED BY THE DEPARTMENT FOR A STUDENT WHO HAS NEVER WORKED ON VANDERBILT CAMPUS BEFORE.
- I-9 – BEFORE THE STUDENT WORKS PLEASE EMAIL THE STUDENT’S NAME AND EMAIL. A LINK WILL BE EMAILED DIRECTLY TO THE STUDENT TO COMPLETE. THEY THEN HAVE TO SHOW THEIR ID’S AT SE OR HR EXPRESS
- W-4 MUST BE ATTACHED TO THE PAF FOR STUDENT EMPLOYEES
- THE NEW EMPLOYEE INFORMATION FORM MUST BE ATTACHED TO THE PAF FOR STUDENT EMPLOYEES

FOR RETURNING INSTITUTIONAL STUDENT EMPLOYEES

This information can be found also on page 11 of the SE Department Guide.

- A PAF TURNAROUND IS THE ONLY THING THAT NEEDS TO BE COMPLETED. NO W-4 REQUIRED UNLESS A STUDENT WANT TO UPDATE.

- A NEW EMPLOYEE INFORMATION FORM IS NOT TO BE ATTACHED TO A RETURNING STUDENT’S PAF. THIS FORM ONLY HAS TO BE COMPLETED ONCE.

- A “RETURNING STUDENT EMPLOYEE” IS A STUDENT WHO IS RETURNING TO WORK AT VANDERBILT REGARDLESS OF THE DEPARTMENT.

All student employee paperwork has to go to Student Employment. This includes terminations, APF’s, additional paperwork, etc

Hiring paperwork and the SE Department Guide can be found at www.vanderbilt.edu/studentemployment under “For Employers”.
FWS Program Checklist

This checklist is for hiring Student Employee’s ONLY. During academic periods Undergraduate students may work up to 20 hours per week and Graduate/Professional 29.5 hours per week.

Unsure if a student has FWS? Please email with the student’s full legal name. Student Employment will contact you.

If you hire, rehire or are switching a student from Institutional to FWS you must request an FWS Action Form from Student Employment via email. Please do not send the student to our office.

FOR NEW HIRE FWS STUDENT EMPLOYEES

This information can be found on page 7 of the SE Department Guide. An email with the FWS Action Form and a list of paperwork required to hire the student is emailed to the department. Please read the email. For New Hire FWS Student Employees the following must be completed:

- **THE FWS ACTION FORM MUST BE COMPLETED BY THE DEPARTMENT IN FULL.**
- **I-9** – BEFORE THE STUDENT WORKS PLEASE EMAIL THE STUDENT’S NAME AND EMAIL. A LINK WILL BE EMAILED DIRECTLY TO THE STUDENT TO COMPLETE. THEY THEN HAVE TO SHOW THEIR ID’S AT SE OR HR EXPRESS
- **W-4 MUST BE ATTACHED TO THE PAF FOR STUDENT EMPLOYEES**
- **THE NEW EMPLOYEE INFORMATION FORM MUST BE ATTACHED TO THE PAF FOR STUDENT EMPLOYEES**

FOR RE - HIRE FWS STUDENT EMPLOYEES

- **THE FWS ACTION FORM MUST BE COMPLETED BY THE DEPARTMENT IN FULL.**

All student employee paperwork has to go to Student Employment. This includes terminations, APF’s, additional paperwork, etc. A PAF turnaround may be used for changes to FWS student employees.

Hiring paperwork and the SE Department Guide can be found at [www.vanderbilt.edu/studentemployment](http://www.vanderbilt.edu/studentemployment) under “For Employers”.

VU International Students Checklist

This checklist is for hiring International Student Employee’s ONLY. International students, regardless if they are International Undergraduates or International Graduate/Professionals, are limited to 20 hours per week.

Unsure if a student has worked on campus before. Please email with the student’s full legal name. The Student Employment Assistant will contact you regarding what needs to be completed.

FOR NEW HIRE INTERNATIONAL STUDENT EMPLOYEE:

This goes to Student Employment:

- NEW HIRE PERSONNEL ACTION FORM COMPLETED BY THE DEPARTMENT FOR AN INTERNATIONAL STUDENT WHO HAS NEVER WORKED ON VANDERBILT CAMPUS BEFORE.

- THE NEW EMPLOYEE INFORMATION FORM MUST BE ATTACHED TO THE PAF FOR STUDENT EMPLOYEES

- INTERNATIONAL STUDENT EMPLOYEE SENT TO THE ISSS OFFICE FOR THEIR SOCIAL SECURITY CARD.

- INTERNATIONAL STUDENT EMPLOYEE SENT TO VISIT VU HR 5th FLOOR OF 2525 WEST END AVE. FOR ASSISTANCE WITH W-4

- INTERNATIONAL STUDENT SENT TO HR EXPRESS, LOCATED AT 2525 WEST END AVE. 2nd FLOOR, FOR THEIR I-9

FOR RETURNING INTERNATIONAL STUDENT EMPLOYEES:

- A PAF TURNAROUND IS THE ONLY THING THAT NEEDS TO BE COMPLETED.

  A “RETURNING STUDENT EMPLOYEE” IS A STUDENT WHO IS RETURNING TO WORK AT VANDERBILT REGARDLESS OF THE DEPARTMENT.

Under comments please write International Student. All PAF’s for International Students goes to Student Employment. No other paperwork comes to Student Employment for International Students.

Hiring paperwork can be found at www.vanderbilt.edu/studentemployment under “For Employers”.

