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

This guide was produced by Student Employment and published in July 2012. 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 Guide

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:

Karen Hauser – Assistant Director

Libby Crew – Student Employment Assistant

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

(Open Position) – SE Coordinator of Institutional Employment Processing

- Process Institutional paid students

Tracey Jackson – SE Coordinator of FWS Employment Processing

- Requested FWS Action Forms for hires
- Timesheet Processing and TS problems
- FWS Job Fair

NOTICE: ALL student employee paperwork (University and Medical) is sent to Student Employment. This includes terminations.
Hiring a Student Employee:

All Vanderbilt students are directed to our job bank website. It is www.hireadore.com. Departments can post the position and the student will contact them directly. Once you have hired a student you can inactivate your position on our website. Another opportunity to hire students with Federal Work Study funds is at the FWS Job Fair. That is held annually during the first week that school starts in 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.

**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.

**Do student employees get breaks?**

Yes. Just like staff, a student employee must take the appropriate break time. Please review HR Policy #030.

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

Students should not work overtime. They do not get paid for holidays.

**What about hiring International student employees?**

International students need to go to the ISSS office for assistance with visa status and social security card. They will direct them from there. Once their work status is confirmed complete the PAF and send to Student Employment.

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

**What can I pay a student employee?**

A guide can be found on our website, however, it is up to the department and their budget. Minimum wage is $7.25.
Institutional Student Employee New Hire:

There are two types of Student Employment programs at Vanderbilt University. Institutional Employment requires the department to pay 100% of the student’s wages. The Federal Work Study program allows student’s wages to be supplemented by the US Department of Education. A new hire student employee is a student who has never worked on Vanderbilt campus before.

Unsure if a student has ever worked on campus before?

Contact Student Employment to see if additional paperwork is needed.

If you have verified the student has not worked on campus before then you need to do the following:

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

If the student has completed their I-9 then you need to submit the following to Student Employment:

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

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.

“Department information” needs all the information completed.
“Employee – Current Information” needs to have all of the applicable fields completed.

“Employee – New Information” we need the following:

1. Action = Hire
2. Reason = NPS New Position
3. Effective Date
4. Job Code
5. Home Dept. 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
“Employee Distribution – New Information” requires the center number, the job code and the percentage.

<table>
<thead>
<tr>
<th>Center</th>
<th>Job Code</th>
<th>Percent</th>
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<tbody>
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</tbody>
</table>

“Approval Signatures” must have the New Hire PAF signed by PAF authorized personnel. If you are not sure who that is let us know.

<table>
<thead>
<tr>
<th>Approval Signatures</th>
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</thead>
<tbody>
<tr>
<td>Name/Date:</td>
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<td>Name/Date:</td>
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<tr>
<td>Name/Date:</td>
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<tr>
<td>Name/Date:</td>
</tr>
</tbody>
</table>

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

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

ALL student employment paperwork comes to Student Employment.

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 to see if additional paperwork is needed. DO NOT ask for a turnaround from another department.
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 70% of the student’s wage and the department pays 30% or more of the FWS student employee’s wage.

Unsure if a Student Employee has FWS?

Contact Student Employment to see if a student has FWS.

In order for a student to be hired, rehired or switched from Institutional to FWS, an FWS Action Form has to be completed by the department. A Personnel Action Form will not be accepted to hire someone into 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).

If you have verified the student has not worked on campus before then you need to do the following:

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.

If the student has completed their I-9 then you need to submit the following to Student Employment:

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

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, the percentage is divided to add up to 100%.

**Doesn’t FWS pay 70% of the student’s wage? Shouldn’t I only put down 30%?**

No. 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: ____________________________
PAFResponsible: ______________________________
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 won’t 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.

FWS Starts: **UBA 08/19/12**
FWS Ends: **UBA 04/27/13**

All FWS student employees are switched from FWS to Institutional at the FWS end date or prior if the FWS funding has been exhausted.

**Warning:** All FWS students will be terminated on the date reported on the FWS Action Form. A turnaround is not required to terminate the student. However, if the student is working over summer please contact the FWS Coordinator in Student Employment for further assistance.
“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 and check the group benefiting the most from the work performed:

The following needs to be completed:

1. Home Dept. ID
2. Pay Group (UBA/UM1/MM1/MBB)
3. Mail Drop
4. Standard Hours – This has to be a set number. It can’t be a range.
5. Comp Frequency – Hourly or Monthly
6. Comp Rate

Home Dept. ID: ____________  Pay Group: 
(UBA/MBB/UM1/MM1)
Mail Drop: ____________  Standard Hours ____________
CompFrequency: ____________  Comp Rate: $ ____________
(Hourly/Monthly)
Shift 2 _____  ** Shift 3 ______

**Enter amount of the differential only. Do not enter total hourly wage.

“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.

APPROVAL SIGNATURES

Signature: ______________________________ Date: ____________
Print Name: ______________________________
Signature: ______________________________ Date: ____________
Print Name: ______________________________
An “Authorization of Center Number Usage for FWS Employment” form may be used.

**What is an “Authorization of Center Number Usage for FWS Employment” form?**

This form allows a department representative to hire FWS Students at the FWS Job Fair and at the beginning of the academic year. The form is signed by a PAF Authorized Signature for the center number/s listed on the form. This permission allows a department representative to sign the FWS Action Form.

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 everything complete?
Authorized signatures included?

FWS Action Forms can’t 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 it will let you know that no additional paperwork is required.

### Changes to Student Employees/Rehires:

The following information pertains to FWS and Institutional employees:

PAF Turnaround is required for the following:

1. To hire/rehire an Institutional student employee that has worked at Vanderbilt before **(Institutional only)**
2. To hire a student into an additional job **(Institutional only)**
3. To change the earnings distribution or you can change via EPAC **(Institutional/FWS)**
4. To change the job code **(Institutional/FWS)**
5. To change the pay rate **(Institutional/FWS)**
6. To change the standard hours **(Institutional/FWS)**
7. To terminate **(Institutional/FWS)**

<table>
<thead>
<tr>
<th>Action</th>
<th>Reason</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erns Dist</td>
<td>Earnings Dist Change</td>
<td>Used for changing the center number or distribution of center numbers</td>
</tr>
<tr>
<td>Pay Rt Chg</td>
<td>Other Pay Rate Change</td>
<td>Used for changing the pay rate for a student</td>
</tr>
<tr>
<td>Pos Chg</td>
<td>Position Status Change</td>
<td>Used when multiple things have to be changed</td>
</tr>
<tr>
<td>Rehire</td>
<td>Rehire</td>
<td>Used for a student being rehired on campus</td>
</tr>
<tr>
<td>Termination</td>
<td>End Date</td>
<td>Used when terminating a student employee</td>
</tr>
</tbody>
</table>
An effective date is required for all actions. Record only the data to be changed. You do not need to complete everything on the form. For example: a termination only requires the action/reason listed above and an effective date.

**REMEMBER:** Terminate your student when they are no longer working, including summer.

*Does a New Employee Information form and W-4 need to be attached to this form?*

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 however a student may complete another one if they would like to make changes to the form. The can view their current selection at C2HR.

*Where can we find the hiring forms?*

With the exception of the FWS Action Form all forms can be found on our website at [www.vanderbilt.edu/studentemployment > For Employers > Forms](http://www.vanderbilt.edu/studentemployment > For Employers > Forms)

**W-4 Forms:**

W-4 issues are common among students. DO NOT tell a student what to put on their W-4. Do not advise them in any way and do not complete it for them.

It is the department’s responsibility to ensure that the paperwork is completed correctly prior to sending to Student Employment. Incorrect/incomplete paperwork can result in a delay in payroll.

Here is guide to help you better assist the student:

**W-4 Guide**

*Please note: No one can advise the student what to put down on their W-4. Advise the student to contact a parent/guardian or a tax advisor for assistance.*

The student has two choices for their W-4.

1. They can choose to have taxes taken out. 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 most amount of tax taken out of their pay each pay period. If they wish to claim 1 for themselves, then less tax is taken out of their pay each pay period. The higher the number of allowance, the less tax taken out of their pay each pay period. (See Example 1)

2. They can choose to have no taxes taken out of their tax and claim Exemption (see Example 2). Please note the top of the W-4 does state:
This includes all earnings combined for the tax year. If their income exceeds $950 they could end up paying taxes at the end of the tax year. Advise the student to contact a tax advisor for more information. If they choose exemption they will be asked to complete another W-4 at the end of the year because it expires. They will be notified via email.

The address the student puts on their W-4 is the address that will be entered into the system. Please note that if they put an out-of-state home address other taxes may apply. They will be notified by email if applicable. They can change their address options via C2HR.

They can change their W-4 at any time during the year. Student Employment or your department cannot advise a student on what option to choose for their W-4 form. More information can be found at www.irs.gov.

**REMEMBER:** W-4’s Forms are year specific. Update your W-4 for New Hires to the new year in January by going to www.vanderbilt.edu/studentemployment > Employers > Forms.

**Example 1.**

Line 5 indicates 1 allowance. This means a certain percent of tax will be taken out of each pay period.
Example 2.

Line seven indicates Exempt. This means no taxes will be taken out each pay period.

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Paperwork Deadlines:

Departments need to adhere to the paperwork deadlines. It is important you stick to these deadlines to ensure student employees are paid on time. Just like you wish to be paid and paid on time, so do student employees.

**What are paperwork deadlines?**

They are deadlines that PAF, FWS Action Forms, and/or additional hiring documents need to be received in Student Employment in order to meet the upcoming payroll. The deadlines can be found on our website.
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’s office 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 if you send it to the Dean’s office for signatures. Put the date that it is due in Student Employment in order to make it stand out and to meet payroll.

You can contact the Student Employment Assistant by phone/email to verify receipt of the paperwork.

Should I complete an Additional Pay Form (APF)?

First contact Student Employment to discuss the issue.

Additional Pay Forms (APF):

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 is not paid?

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

Payroll and Student Employment understand the need for a student to be paid. That is why adhering to deadlines is so important. APF’s are also taxed at 25% automatically.
Tips to Help Expedite Paperwork:

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

2. 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.

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

4. If you have an Additional Pay Form, please attach behind the PAF/FWS Action Form along with any other hiring. Paper clip the APF behind the forms so that the top of the APF shows. This is the only time that paper clips should be used.

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

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

7. 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 approval. If it is not approved it may still be uploaded into payroll so the student can still be paid. An email is sent to the student and the approver letting them know. It is always advisable to provide your student workers with timesheet deadlines.

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

The student’s hire must be entered into the VU Payroll system prior to the first day of the pay period. If your student is not on your e-timesheet list then please submit a paper timesheet for the first pay period.
Timesheet issues are usually emailed to the student and the department. However feel free to contact the Student Employment Assistant to verify paperwork was received or that the student is active.

If an e-timesheet or non-payment issue continues please contact Student Employment.

All paper timesheets should be submitted by noon on Mondays. For example: The current pay period for University UBA is 07/22/12 – 08/04/12. The pay period end date is 08/04/12 (PPE 08/04/12). To be paid on time for this pay period a timesheet has to be submitted to Student Employment by 12pm noon on 08/06/12.

FWS Student Employee timesheets are processed by Student Employment.

Institutional Student Employee timesheets are processed by HR Payroll.

Paper timesheets need to have the following:

1. Employee ID/Record Number or FULL social security number
2. Department Name
3. Pay Period End Date
4. Center Number
5. Job Code
6. Completed hours for week 1/week 2
7. Time worked
8. Employee & Supervisor’s signature
You can request a list of active student employees for your department by emailing StudentEmployment@vanderbilt.edu with your home department ID that is used for student employees. This will give you the information needed for timesheets.

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 has been paid for.

**What if the timesheet is late?**

If the timesheet is later than Monday please contact 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. [http://hr.vanderbilt.edu/toolbox/timesheets/index.php](http://hr.vanderbilt.edu/toolbox/timesheets/index.php).

Please note that it is illegal for a student to work and not be paid. Students who fail to comply with the responsibilities of their employment may need to be terminated.

**WARNING:** In regards to FWS students, the Federal Work Study Program has a limited budget, much like individual departmental budgets. FWS funding is monitored to account for and prevent going over the FWS allocation.

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 those outstanding timesheets.

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.

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:

To change the distribution, click the Override Current Distributions box.

Now you may change the percentage distribution by typing in the new percent.

To save the new percent distribution, click Save. The total percentage must equal 100%. If the total percentage is anything other than 100%, you will get an error message as seen below.

For more information regarding e-timesheets: http://hr.vanderbilt.edu/apps/ts/
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 Paycard ([http://hr.vanderbilt.edu/toolbox/Paycard.php](http://hr.vanderbilt.edu/toolbox/Paycard.php))

Keeping Track of FWS Funds:

It is a department’s responsibility to keep track of a student employee’s FWS funding. Student Employment does provide calculators to help departments estimate when FWS funding will exhaust for a student via their website.

How will I know when FWS funding for my Student Employee has been exhausted?

Student Employment will notify the department and student when funding has been exhausted. The student will automatically be switched to Institutional employment when this happens. No paperwork is required.

Medical Drop Box:

There is a drop box at Medical Center North Payroll for you to submit paperwork to Student Employment. This is handled by a courier that comes to our office. Please put all paperwork/timesheets in an envelope and mark with the following to ensure it gets to our office:

“STUDENT EMPLOYMENT ONLY”

Emails from Student Employment/ The Buzz:

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

Student Employment will also keep departments updated on changes to the 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.

Not reading your emails is not an acceptable excuse for student employees who have not been paid.
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.

Contacting Student Employment:

Student Employment should be contacted regarding everything about student employees.

Please do not email HR or Payroll regarding student employee issues or copy them on emails. They forward them to us because we handle student employee paperwork, etc. HR and Payroll are primarily for Staff positions.

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Student Employment
Office of Student Financial Aid and Undergraduate Scholarships
2309 West End Ave.
615-343-4562
studentemployment@vanderbilt.edu
Institutional Student Employee 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 StudentEmployment@vanderbilt.edu with the student’s full legal name. The Student Employment Assistant 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 I-9@VANDERBILT.EDU 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 Student Employee 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 StudentEmployment@vanderbilt.edu 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: SEND AN EMAIL TO I-9@VANDERBILT.EDU WITH THE STUDENT’S NAME AND EMAIL ADDRESS. A LINK WILL BE EMAILED DIRECTLY TO THE STUDENT WITH A LINK TO THE I-9. ASK THE STUDENT TO REPORT TO ANY OF THE I-9 VERIFICATION SITES TO SHOW THEIR ID’S.
- W-4 MUST BE ATTACHED TO THE FWS ACTION FORM
- THE NEW EMPLOYEE INFORMATION FORM MUST BE ATTACHED TO THE FWS ACTION FORM

**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 under “For Employers”.

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International Student Employee 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 StudentEmployment@vanderbilt.edu 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:

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

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

☐ INTERNATIONAL STUDENT EMPLOYEE SENT TO 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”.
