**FWS End of Year Information**

The last day for Federal Work Study is **05/08/10**. All students that have Federal Work Study funding will be automatically terminated. **No paperwork** will need to be done by your department for this termination.

**If your FWS student is working past 05/08/10 please:**

1. Complete a FWS Turnaround (located under Forms on our website).
2. You will need to check the box that says "Job Code (FWS to Inst.)"
3. Fax it to the Student Employment at 343-8512 before May 6th.

**Terminate For Summer**

**ALL** students who are not working need to be terminated the day after they leave your department. Please do not wait until the end of the semester. If you are still receiving time sheets for a prior student worker it is because they have not been terminated. It is important for auditing purposes, background checks, future hiring for students, as well as security, that you terminate these students correctly.

If your student employee is not working over summer but is returning next academic year a termination needs to be done for the day after they have left your department.

**Summer Employment Process**

Departments may continue to employ students over the summer. If a student is enrolled in summer or will be returning in fall 2010 then they need to be hired into a student job code. Students may work up to 40 hours per week during non-academic periods.

If the student graduates May 2010, then the student must be terminated. Departments may work with Vanderbilt Temporary Services (VTS) to rehire their employee in a “temporary position”.

**Time Sheets**

Student Employment will accept **FWS time sheets** for the pay period ending on **05/15/10**.

**After 05/15/10:**

- We will only take time sheets for FWS and pay periods prior to 05/15/10.
- **ALL** time sheets after 05/15/10 should be sent to Vanderbilt payroll or Medical Center payroll.
- If any time sheets are sent to our office for pay periods after 05/15/10 they will be forwarded to the appropriate payroll office which may cause delays in pay.

**Thanks for hiring students!**

**Mark Your Calendar**

**FWS Job Fair**

**August 24, 2010**

Student Employment will be sending out invitations to the FWS Job Fair in July. Please watch for the invitation. If your department has not received one by mid July, please call us at 343-4562 or email workstudy@vanderbilt.edu.

The 2010 Job Fair will be held in Branscomb!
REMINDER

I-9: It Takes Two Steps

There is no longer an I-9 Form. Please send your student to www.newi9.com to complete Section 1.

Send your student to one of the I-9 Express Document Verification Sites where they can show their accepted documents. (Click active link for a valid list) Step 1 can also be completed at the Verification Sites.

Deadline? YES! There are three days to meet compliance. The I-9 must be done within three (3) days of the effective hire date. If not, Student Employment will be required to terminate the student.

I-9 Express Document Verification Sites:

- Student Employment – 2309 West End Ave. (Undergraduate Admissions Building)
- HR Processing – Baker Building, Suite 975, on 21st Ave.
- HR Express – 2525 West End Ave.
- Office of International Students and Scholars (International Students Only) – Student Life Center

National Student Employee Appreciation Week was April 12 – 16, 2010

Check it out!

We have now posted pictures on our website from the National Student Appreciation week. Thank you to the departments who sent them in. www.vanderbilt.edu/studentemployment

Three games were offered to Vanderbilt student employees that week.

Vandy Amazing Race
1st Place – Selah Woody, Divinity student working for the VU Bookstore
2nd Place – Peter Dignard, A&S Jr. working for HR Recruitment
3rd Place – Stephanie Schmidt, A&S Soph. working for VU Bookstore
1st runner-up – Jessica Chelewski, A&S Soph. working for VU Bookstore
2nd runner-up – Kristin Repaci, Peabody Fresh. working for VU Bookstore
3rd runner-up – Kristin Park, A&S Senior working for Chemistry

Crossword & Word Search Puzzle Drawing
1st Place – Jessie Bullock, Peabody Senior working for Global Educational Opportunity
2nd Place – Michelle Eckland, Peabody Jr. working for Women’s Center
3rd Place – Deepa Patel, A&S Fresh. working for Chemistry

Jelly Bean Guess
1st Place – Jessie Gordon, Peabody Grad. working for Special Education
2nd Place – Carly Bigi, Peabody Soph. working for Student Employment
3rd Place – Christina Luna, A&S Soph. working for Sarratt Student Center

Congratulations to all our winners and thanks to all who played.

Statistics: Number of students using HireADore to search for positions

July 2009 – 628 students
August 2009 – 852 students
September 2009 – 498 students

Post your fall 2010 positions in June, July or early August. Our students look for fall employment during those months! New students will be able to access HireADore.com in early August. If you need help with a posting please email Student Employment at workstudy@vanderbilt.edu or call 3-4562.

Don’t forget that off-campus jobs can be posted on the site, as well. If you need a sitter or a spouse’s workplace needs a part-time employee, post it on HireADore!