INSTRUCTIONS FOR STUDENTS

- Student Employment within Owen is handled through the business office on the 3rd floor in the Owen building, Suite 300K.
- Anytime you have questions you can email StudentWorkers@Owen.Vanderbilt.Edu.
- The desired hiring process here at Owen is to be paperless. However, there are a few times that hard copies are required by Student Employment within the Vanderbilt System.
- Unless directed otherwise, you can return hard copy forms including paper timesheets, W-4’s if necessary, etc. into the locked wooden box on the left hand wall as you enter Suite 300.
- International Students - This link will provide you with guidance in the employment process at Vanderbilt and Owen. You will also find links to information on Visas, social security numbers, W-4’s, and I-9’s to help you through the process as needed.

These are the actions and timelines you will need; see below for instructions and links. PLEASE make sure you complete all the tasks.

☐ Student Work Assignment Form (SWAF) – immediately
☐ Confidentiality Statement - immediately
☐ W-4 – immediately
☐ I-9 - within 3 days (You may NOT begin work without it) (International please see link above)
☐ Etimesheet – as soon as possible after paperwork processes approx. 3 days
☐ Direct Deposit – as soon as possible after paperwork processes approx. 3 days

Please follow the steps below:

1. Using the PDF fillable form “SWAF” attached to this email to give the office the information needed to hire you. You may save and email back to StudentWorkers@Owen.Vanderbilt.Edu.

2. Sign the Confidentiality Statement and email to StudentWorkers@Owen.Vanderbilt.Edu or you may put in the wooden box outside of Suite 300.

3. W-4 Document*- You will need to fill out this important tax document. You can scan and email back, which is the preferred method or you may return to the locked wooden box outside Suite 300. IF you have worked on campus before you do not need to fill out a new W4 unless the information has changed.
   W-4 Instructions - ALL employees must fill out a W-4 Form. This is for the federal government to know how much to withhold from your check for taxes. These instructions give examples.
4. **Direct Deposit** - Owen’s business office **REQUIRES** direct deposit by students. You may sign up online via the C2HR site after your hiring paperwork has been processed. Check within 3 days of emailing paperwork to the “Student Workers” email. If you do not have a bank account yet for some reason please email StudentWorkers@Owen.Vanderbilt.Edu.

5. **I-9 Form Instructions** - ALL students, whether US citizens or International, **must** have completed this form for the federal government in order to work in the United States. You do not need to fill out a new I9 **IF** you have worked on campus **within the last year.**

   Here is a [Campus Map](#).

   a. Please email I-9@Vanderbilt.Edu or StudentEmployment@Vanderbilt.Edu (NOTE that this is NOT the StudentWorkers@Owen email address) your **full legal name** and your Vanderbilt email address. A link will be emailed back to you to complete Section 1 of the I-9 process.

   b. You must then complete Section 2 of the process **in person** by showing your identification at HR located in the **Baker Building, 10th Floor (110 21st Avenue S)**

   c. You **must** complete the I-9 Process **prior to your hire date.**

   d. **Original documentation will be required.** Copies will not be accepted.

   e. Do not work until you have completed this process.

6. Owen **REQUIRES** electronic timesheets. In rare instances, a paper timesheet may be necessary if your paperwork was turned in close to the payroll deadline. If you cannot access the etimesheet please email StudentWorkers@Owen.Vanderbilt.edu.

7. **C2HR (Connect to Human Resources)** - This is where you will find your access to your etimesheet. Using your VUNet ID you will login and then click on the tab at the top “e-Timesheet”. (you may be asked to login again with your VUNet ID and Password) You will also be able to see your tax information, direct deposit, etc. here.

8. **E-Timesheet Quick Reference Guide** - Here you will find information about the e-timesheet process with other pertinent links and examples of how to fill out your e-timesheet.

   **Payroll Calendar** - Owen students are in the pay group “UBA” which means you are paid biweekly (every 2 weeks) Use this link to find out when the pay period begins and ends, when you can expect your paycheck to be in your bank account, and when timesheets are due. As a courtesy, and only as needed, Owen business office collects paper time sheets an hour before the due date & time and submits to HR.

   **Student Employment** - You will find a plethora of information here from payroll calendar’s to etimesheet information to direct deposit links to FAQ.

   *If you have worked for Vanderbilt in the past you can view your W-4 and Direct Deposit by logging onto C2HR site. You also do not have to fill out another I-9 unless your citizenship status has changed.

   If you have any questions please contact Jean Marie Grumbles at 322-3035 or email at jeanmarie.grumbles@owen.vanderbilt.edu.