



# OWEN STUDENT EMPLOYMENT GUIDE

## INSTRUCTIONS FOR STUDENTS

- Student Employment within Owen is handled through the business office on the 3<sup>rd</sup> floor in the Owen building, Suite 300K.
- Anytime you have questions you can email [StudentWorkers@Owen.Vanderbilt.Edu](mailto:StudentWorkers@Owen.Vanderbilt.Edu).
- The desired hiring process here at Owen is to be paperless. Owen allows electronic signatures on our forms, however, Student Employment within the Vanderbilt System requires wet signatures on W-4 documents. You can scan and email it to the StudentWorkers email address. Please be cognizant that your social security number is on the W-4 form and email is not considered secure. Therefore, you can bring a hard copy to Suite 300K to be sent via courier to Student Employment if you prefer. We cannot begin your employment process without your SSN, found on your W-4.
- [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 -immediately (You may **NOT** begin work without it) (International please see link above)**
- Timesheet–you will find when logging into the [Oracle System](#) (use Firefox as your browser) as soon as possible after paperwork processes approx. 3-5 days**
- [Direct Deposit](#) –you will need to fill out a form at HR in the Baker Building. (You can do this when doing your I-9 verification) (You need to take a photo ID to 10<sup>th</sup> floor Baker Building in addition to the form)**

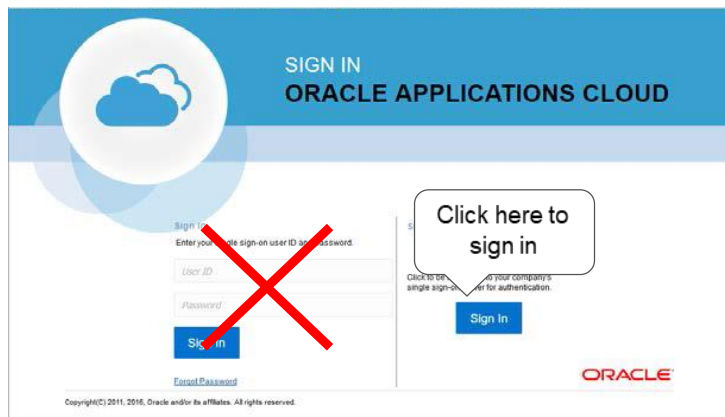
### Please follow the steps below:

1. The PDF fillable Student Work Assignment Form "SWAF" located on OwenCentral under Work at Owen should be sent to [StudentWorkers@Owen.Vanderbilt.Edu](mailto:StudentWorkers@Owen.Vanderbilt.Edu).
2. The Confidentiality Statement also found on OwenCentral should be signed and emailed to [StudentWorkers@Owen.Vanderbilt.Edu](mailto:StudentWorkers@Owen.Vanderbilt.Edu).
3. [W-4 Document\\*](#)- You will need to fill out this important tax document. You can scan and email back (remember your SSN is on the form and email is not considered secure) or you may return to the locked wooden box outside Suite 300 or directly to Suite 300K. Please be advised that you will not be entered into the employment system for the first time without the Social Security Number that we get from your W-4

form. **IF** you have worked on campus before you do not need to fill out a new W-4 unless the information has changed. You can view your W-4 and Direct Deposit by logging into the [Oracle System](#) site.

**W-4 Instructions-** ALL employees must have a W-4 Form on file with HR. This is for the federal government to know how much to withhold from your check for taxes. These instructions give examples.

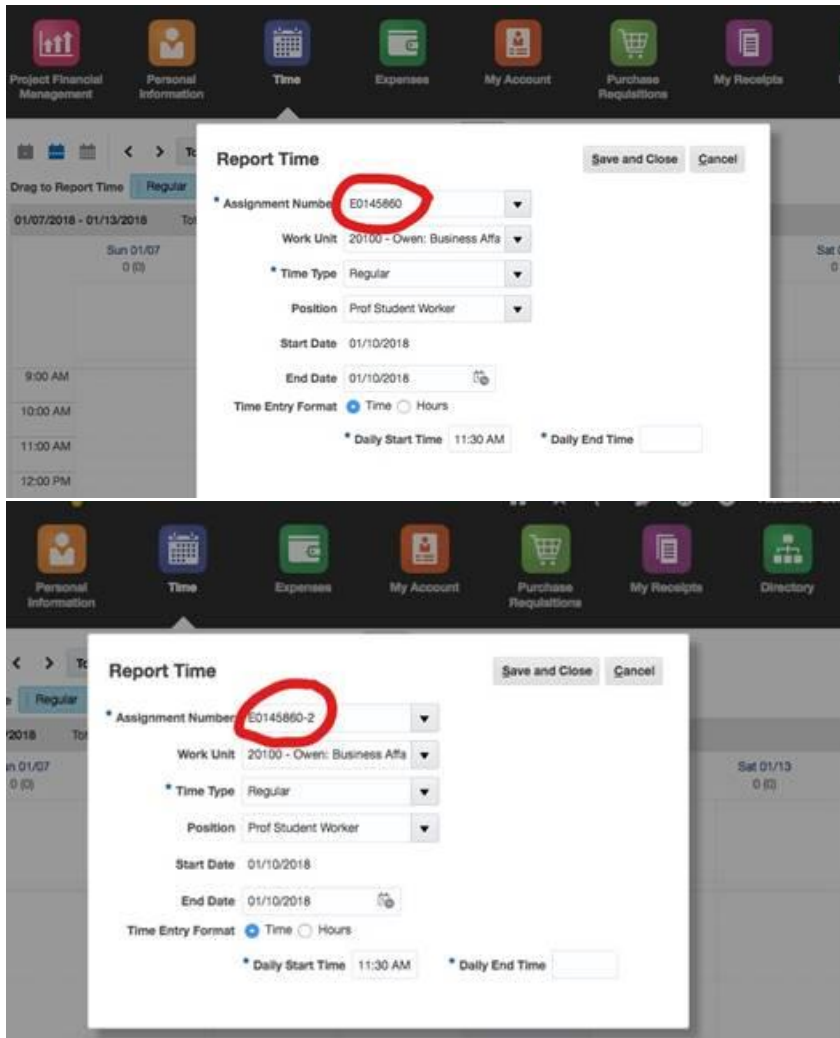
- To access the Oracle system, visit <https://oraclecloud.vanderbilt.edu>. You can also google “Vanderbilt SkyVU”, find the link to the resources page, and then click on “Oracle Cloud Login”.
- Click the blue box on the **right** side of the page under “Sign in using my Company’s Sign-in” to be directed to the login page. Use your VUNetID and ePassword.
- You must use **FireFox** as your browser for all features to function correctly.
- [Here is a link to various Quick Reference Guides](#) for your review to assist in using Oracle.



4. **Direct Deposit\***- Direct deposit is REQUIRED. To begin your direct deposit you will need to fill out a [form](#) and take to HR in the Baker Building 10<sup>th</sup> floor. (Doing this at the same time as your I-9 will help you consolidate your trips to Baker Building.) You must have a photo ID to turn in the form. Your first and possibly second pay check will need to be picked up at the Baker Building on the 10<sup>th</sup> floor in HR as it takes 4-6 weeks for the direct deposit to be set up.
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 I-9 **IF** you have worked on campus within the last 3 years AND the documents you used for verification have not expired.
  - a. Please email [lg@Vanderbilt.Edu](mailto:lg@Vanderbilt.Edu) 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 21<sup>st</sup> Avenue S)**
  - c. You **must** complete the I-9 Process *prior to your hire date.*
  - d. *Original documentation will be required.* Copies are not be accepted.
  - e. IF you are not on campus, you can contact the [lg@Vanderbilt.Edu](mailto:lg@Vanderbilt.Edu) to find out how to do a remote verification.
  - f. Do not work until you have completed this process.
6. TimeCards will now be electronic and accessed via the Oracle System. [Here is a link to a Quick Reference Guide](#) to help you navigate entering time in your electronic timecard.

7. **IF you have multiple jobs within OWEN**, make sure you pick the correct assignment when entering time. You will receive an email from Owen’s Student Worker’s administrator with **your job number assignment**. If you do not, please email us at [studentworkers@owen.vanderbilt.edu](mailto:studentworkers@owen.vanderbilt.edu). You will need to make NOTE of your job number assignment for future reference.

EXAMPLE OF MULTIPLE JOB RECORD ASSIGNMENTS-MAKE SURE YOU LOG TIME IN THE CORRECT TIMECARD.



8. Please review the training video [here](#) showing you how to enter time into the new timesheet.
9. Here is the [link to a Quick Reference Guide](#): Bi-Weekly Employee Time Reporting.

[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.

[Student Employment](#)-You will find a plethora of information here from Vanderbilt’s Student Employment site including payroll calendars to timesheet information to direct deposit info to [FAQ](#).