Info Sheet:
Student Employment

Employing students at Vanderbilt is not new. However, with the implementation of the new Oracle Cloud system, the process to hire and pay students is changing. Along with the system changes, the roles of the Student Employment team are also shifting, but the team is available to departments and students needing assistance.

Keys Things to Consider for Student Employment

- Advertise your positions using www.hireadore.com

- Get your student/hiring manager and HCM Specialist together so the hire can be completed in Oracle Cloud

- Students will pick up **initial paycheck** at Human Resources, Baker Building 10th Floor. **Subsequent paychecks** will be delivered via direct deposit after completing the required form.

- Hourly-paid students will **record their time worked online** using the **Time** module in Oracle Cloud

Process for I-9 Completion

1. Send email (*Subject: I-9 Request*) to: StudentEmployment@Vanderbilt.edu and include student's email address

2. Student completes **Section 1** online

3. Student reports to Human Resources at Baker Building, 10th Floor with required identification documents to complete **Section 2**

Contact Student Employment

- www.vanderbilt.edu/studentemployment

- studentemployment@vanderbilt.edu

Resources

- Access training materials at https://www.vanderbilt.edu/skyvu/training-resources.php.

- Questions? Email skyvu@vanderbilt.edu

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