Summary of Remote Student Employment Processes
August 13, 2020

The following includes a summary of the three categories of remote student workers and how each will be treated in the Vanderbilt hiring process. For purposes of this discussion, remote means that the student is not working physically on the Vanderbilt campus. Student employees encompass both graduate and undergraduate students in any type of position, from answering the phones, to research, to teaching.

1. US Citizens and eligible non-citizens (e.g. Permanent Residents) working in one of the 50 states or District of Columbia:
   a. These students may work in both regular student employment and Federal Work Study (FWS) positions.
   b. The Notice of Employee Working outside of Tennessee form or the Notification of Employee Working Outside the State of TN spreadsheet must be completed and sent to payroll@vanderbilt.edu before the employee start date. This allows payroll time to register to do business in the state if we are not currently registered, so we can report and pay taxes timely.

2. Non-Resident Aliens working in one of the 50 states or District of Columbia:
   a. These students may work regular student employment positions.
   b. Prior review/approval is required before processing hire and must be initiated by emailing the student hiring information to ISSS@vanderbilt.edu. Approval documentation must be attached to Oracle hire transaction. The following departments will need to approve the student's employment:
      i. International Student and Scholar Services (ISSS)
      ii. Payroll
   c. The Notice of Employee Working outside of Tennessee form or the Notification of Employee Working Outside the State of TN spreadsheet must be completed and sent to payroll@vanderbilt.edu before the employee start date. This allows payroll time to register to do business in the state if we are not currently registered, so we can report and pay taxes timely.

3. All Vanderbilt students (Non-Resident Aliens, US Citizens and eligible non-citizens) working outside of the 50 states or District of Columbia:
   a. Prohibited barring explicit prior approval from the Provost.
   b. Approval process requires memo from department chair or PI to the Dean for review/approval, then compliance review initiated by OGC partnering with the departments below, and finally a cover memo from the Dean to the Provost including original memo request and OGC recommendation for review/approval. All requests should be routed through Angela Land-Dedrick. Approval documentation must be attached to Oracle hire transaction.
   c. The following departments will need to approve the student's employment:
      i. International Student and Scholar Services (ISSS)
      ii. International Tax Office (ITO)
      iii. Payroll

d. The Notice of Employee Working outside of Tennessee form or the Notification of Employee Working Outside the State of TN spreadsheet must be completed and sent to payroll@vanderbilt.edu before the employee start date.