1. **Scope:**

To provide guidelines for determining when an undergraduate research assistant will be hired as a student employee versus paid through the business service center (BSC). The guidelines will also detail the process and required documentation for each case.

2. **Guidelines:**
   a. Student applies for and receives a grant to conduct research.
      i. Non-employee
      ii. Paid through the BSC.
   b. Faculty member receives funding to conduct research and brings on an undergraduate student to assist with the faculty member’s research.
      i. Hourly/biweekly student employee
      ii. Paid through payroll

3. **Procedure:**
   a. Student applies for and receives a grant to conduct research.
      i. When notifying student of grant approval, send W-9 and W-4na to student for completion.
      ii. Enter student and payment information into the Independent Contractor tool (http://www.creighton.edu/hr/managerresources/employeevsindependentcontractor/)
      iii. Schedule payments for the 1st of the month
      iv. Attached student W-9, W-4na, award letter, and research summary document to the student record in the Independent Contactor tool.
      v. Paperwork must be completed and submitted to the Business Service Center 7 days before the student starts his/her research project.
   b. Student Worker – undergraduate research assistant
      i. Follow the standard student hiring process
      ii. Contact student employment office
      iii. Complete a PR2S
      iv. I-9, W-4, and other paperwork must be completed before the student begins working.