FEDERAL WORK-STUDY

The Federal Work-Study (FWS) program is a federal aid program designed to provide students with opportunities to earn money necessary to meet educational expenses, while also gaining work experience on campus. The Federal government establishes the eligibility requirements. If you qualify for a Federal Work-Study assignment, based on the results of your Federal Aid application (FAFSA), the Creighton Financial Aid Office will include a FWS award amount in your Financial Aid award letter. You will be instructed to complete and return a FWS agreement, found on the web at http://www.creighton.edu/financialaid/applications/workstudyapp/. You will then be assigned to a specific job on campus.

The name “Federal Work-Study” can be confusing. It does not imply that you can study on the job. The Student Employment Office (SEO) realizes that your first and foremost role at Creighton is that of a student. Your primary obligation will be in attending classes and fulfilling your study assignments. However, in accepting this job, you have also committed yourself to a part-time work week. The SEO is confident that you will realize your obligations, and treat your work-study position in the same way you would any other job.

PAYMENT AND TIMESHEETS PROCEDURE

All FWS students are paid according to their class level. Freshmen (0-23 credit hrs. completed) and Sophomores (24-59 credit hrs.) $9.00, Juniors (60-95 credit hrs.) and Seniors (96 + credit hrs.) $9.50. Pay rates will be reviewed and adjusted where appropriate twice each year, at the beginning of the Fall and Spring semesters.

Every student is responsible for accurately completing his/her own timesheet. Only hours actually worked should be recorded. (Abuse of recorded work hours is a violation of the FWS program and will result in restitution and loss of your FWS award.) Timesheets are due on the last Friday of each two-week pay period. Make sure you complete, sign and return your timesheet to your supervisor on a timely basis, in order to avoid a delay in payment. Your supervisor will verify hours, sign the timesheet, and submit it to payroll.

During the Fall/Spring terms, all FWS and most University Employment students are paid once every two weeks. Payday is one week after the pay period ends. You can view the payroll calendar to see pay dates at www.creighton.edu/studentemployment/hiringmaterials/payrollcalendars/index.php.
All students are encouraged to sign up for automatic deposit, so that your paychecks will be sent to your designated bank. If you do not use Automatic Deposit, you will have to pick up your paychecks in Human Resources. You can always view your current earnings total on your self-service website. Follow the financial aid links to “Award History” and look on the “Paid” column. You can view your individual pay stubs online at any time. Go here for information: www.creighton.edu/hr/selfservice/index.php. No employee benefits are associated with student employment.

MONITORING OF EARNINGS

If you are earning Federal Work-Study funds, you may not earn more than your award amount per semester. When you are approaching your earnings limit for the semester, an email notice will be sent to you and your supervisor alerting him/her to this fact. Your supervisor will also receive biweekly e-mails with your FWS earnings to date and the amount remaining. You can always check with your supervisor to find out your current earnings status or view your earnings on your NEST website. Follow the financial aid links to “Award History”.

If you need a steady income that runs throughout the semester, be sure your work schedule does not “eat up” all of your earnings eligibility before the semester ends. If you have an award of $1100 per semester, based on 15 work weeks in a semester, you should average about 8 hours per week. Student and supervisor need to work together to ensure that the student’s work schedule is on track with earnings potential and make schedule adjustments when necessary. In simple terms, make sure that you are working enough hours to earn the amount that you desire without exceeding your FWS award limit.

WORKING DURING COLLEGE BREAKS

During short interruptions of the semester, Fall break, Thanksgiving, Easter and Spring Break, students may continue to work under FWS funds. FWS funds are not available during Christmas break and Summer. Students may be employed during these times under University Employment (UE). Employment will be at the discretion of the department supervisor, who will be responsible for hiring you under departmental funds.

FWS JOB ASSIGNMENT

Much time and effort is put into assigning students to jobs on campus. Many factors can play a part in this process. Of prime consideration is the ability to fulfill the skill requirements and work schedule requested by the department. Whenever possible, your job preference is also considered. Assignment priorities are as follows: those students whom the department has requested to return from the previous year, Seniors, Juniors, Sophomores, Freshmen. Therefore, the likelihood of your FWS assignment request being honored increases as you become an upperclassman.

JOB SWITCHING

FWS work assignments are permanent for the academic year. Jobs will be switched only out of absolute necessity, such as a physical limitation which restricts ability to perform the job duties or a conflict in class schedule vs. department hours of operation. If a re-assignment is made during the academic year, it will be done only at semester’s end. Until such time, the student is expected to maintain his/her current job, work schedule, and expected quality of work.

NEXT YEAR’S FWS ASSIGNMENT

If you wish to be assigned to the same campus job in a succeeding academic year, please indicate this desire on the FWS employment contract which you will be asked to submit after accepting your Financial Aid offer. Providing that your department supervisor is in agreement, your request will be honored. If you indicate that you do not wish to be assigned to the same campus job in a succeeding year, a re-assignment will be made, taking into consideration your indicated preferences as much as possible.

UNIVERSITY EMPLOYMENT

Any student desiring University Employment (non-FWS) may work on campus. A student is defined as being enrolled at least half-time during any semester they are working (except for summer). Unlike FWS, students are responsible for securing their own on-campus employment. The hiring department sets the pay rate and completes all hiring paperwork. New student employees must submit an I-9 and W-4 at the time of hire. University Employment earnings are not considered Financial Aid and are not monitored by the Financial Aid Office. No employee benefits are associated with University Employment or Federal Work-Study Employment.

OFF CAMPUS EMPLOYMENT

The Creighton Human Resources Office runs on-campus job openings on its website: www.creighton.edu/hr/careers. Jobs are also posted on the Career Center’s Jobs4Jays. Opportunities for on-campus employment frequently exist in library services, residential halls, the 2 Campus Fitness Centers, the Student Centers, Admissions, Development Phon-a-thon, the Child Development Center, Sodexo Dining Services, the Creighton Bookstore, and some administrative and academic offices. Check with the SEO for contact persons and locations or go to www.creighton.edu/studentemployment/cudepartments/index.php.

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No employee benefits are associated with student employment.

Mistakes—Mistakes do happen. No one expects you to be perfect. If you do make a mistake, correct it, if possible. If you cannot correct it, report it to your supervisor. Catching an error early prevents trouble down the road. Be extremely careful if you are working with figures. Check and re-check. If you are typing, proofread and correct.
Confidentiality- In the course of your employment, some of what you will come in contact with information of a confidential nature. If you are given such information, it is expected that you will keep the confidence placed in you and not release information to unauthorized persons. Your supervisor may ask you to sign a confidentiality agreement to that effect.

Visiting on the job- Occasionally, it may be necessary for a friend to talk to you while you are working. However, these interruptions are not to be encouraged. Please refrain from having your friends call or visit while you are working.

Telephone etiquette- It may be necessary to frequently answer the telephone for your supervisor. Keep in mind that you are representing Creighton University when answering a call. Identify yourself and your department. For example: “Creighton Business Office, Bob Butler speaking.” Take messages accurately, repeat the message, if you have any doubts. If a caller is seeking information about a student, and you are not sure you should give out the information, pass the call along to your supervisor. Remember students’ right to confidentiality.

Attire- Attire should be in keeping with the atmosphere of the individual job. It is up to the supervisor to determine the policy. If you’re not sure, it’s best not to wear it!

Dependability- Punctuality and regular attendance are very important in maintaining good relations between co-workers and supervisors. You are an important part of the smooth functioning of your work site. There are times during the year when you may be inclined to miss work, such as the day before Thanksgiving break begins or finals week. Unfortunately, the need for staff coverage does not cease. If you are scheduled to work, it is your responsibility to be there, or make prior arrangements with your supervisor. Remember you can catch the Bluejay shuttle to get to your campus worksite. See their drop off points and times at www.creighton.edu/adminfinance/shuttleservices/.

Absence- If you are ill or if an emergency arises in which you cannot be at work, contact your supervisor as far in advance as possible. Be sure you save a copy of the FWS job assignment letter you will receive. It has all the contact information you need. Habitual and chronic absence or tardiness interrupts the smooth functioning of the department and places additional burdens on co-workers. Uncorrected absences may result in the forfeiting of the FWS work assignment for the remainder of the academic year.

If you would like to brush up on your job skills, you can self-enroll in the Student Employment Job Skills Training course on BlueLine. https://blueline.instructure.com/enroll/K88KFF

**IRS W-4 FORM**

Federal Work-Study and University Employment earnings are taxable income. You are required, as part of your employment procedure, to complete and submit a Federal Form W-4 Employee’s Withholding Allowance Certificate. The Creighton Payroll office will mail you a W-2 earnings statement to your permanent address in January. Use this information when you file your federal and state tax returns. The Federal W4 form can be found at: www.creighton.edu/studentemployment/hiringmaterials/index.php.

**FICA**

Students are exempt from FICA (Social Security and Medicare) withholding if they are enrolled at least half-time during periods of employment for the University they attend.

**EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9**

The US Department of Homeland Security enforces a law called the Immigration Reform and Control Act of 1986. This law requires that anyone being hired must complete an Employment Eligibility Verification Form (I-9). The student will be required to show documentation proving identity and eligibility to work in the U.S.

All students who are planning to obtain employment with Creighton (including Federal Work-Study) or with any other employer in the area should bring necessary documentation proving identity and eligibility to work in the U.S. Students will be required to show this documentation to their employer IN PERSON at the time of hire. Here are some of the most common documents that are acceptable:

- original Social Security Card, OR original/certified copy of birth certificate OR United States Passport (International students must show US Visa, I-94 AND I-20)

View a complete list of acceptable documents on the back of this brochure.

**AUTOMATIC DEPOSIT**

You are strongly encouraged to sign up for automatic deposit so that your paycheck can be sent directly to your bank. Most students find this system safer and convenient than picking up a paper check every payday. This system eliminates the problem of waiting in long lines, lost checks or students not being on campus on a payday to pick up their check.

Pay stubs can be viewed on the HR web site: http://www.creighton.edu/hr/selfservice/index.php. Forms are available in the payroll office, the Student Employment office and on the web at www.creighton.edu/studentemployment/hiringmaterials/index.php.

**KEEP IN MIND**

There are many different kinds of jobs on-campus, each requiring different skills, involving different responsibilities, and different work schedules. It is best for you not to try to compare the different areas of work because in some cases, a fair comparison cannot be made. Every job has its good and its bad points, and every job can give you valuable experience and information. Working part-time at Creighton can be a valuable opportunity to enhance your career development. Many of the general skills that you use in an on-campus position will be important to future employers. Communication skills, dependability, organizational talents, and your ability to work with other people are important for any professional job. The fact that you were able to work part-time while you pursued a full-time academic program can suggest a high level of energy and planning that is attractive to employers. A verifiable work history is as important to future employers as any other factor when making a hiring decision. The ability to elicit a positive recommendation from your supervisor may have a bearing on your future career endeavors. This is a good opportunity to develop or add to a positive work history. MAKE THE MOST OF IT AND GOOD LUCK!
**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(1) NOT VALID FOR EMPLOYMENT</td>
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<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
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<td></td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
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<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
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<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
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<td>4. Voter’s registration card</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
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<tr>
<td>a. Foreign passport; and</td>
<td></td>
<td>5. U.S. Military card or draft record</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
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<tr>
<td>(1) The same name as the passport; and</td>
<td></td>
<td>6. Military dependent’s ID card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
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<td>(2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
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<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>5. Native American tribal document</td>
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<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td></td>
<td>8. Native American tribal document</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
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<td></td>
<td></td>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
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<td><strong>For persons under age 18 who are unable to present a document listed above:</strong></td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
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<td>10. School record or report card</td>
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<td>11. Clinic, doctor, or hospital record</td>
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<td>12. Day-care or nursery school record</td>
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</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.