

### Hiring Process- Student Employment Office (SEO)

1. Post your job(s) on [Handshake](#).
2. Make your hiring decision(s) and inform student(s).
3. Submit SEAF to [Studentemployment@creighton.edu](mailto:Studentemployment@creighton.edu).
4. SEO emails student pre-employment 'next steps' and cc's supervisor.
5. Student reports IN PERSON to the SEO office with original documents (passport, Social Security card OR birth certificate). Complete list of acceptable documents can be found [here](#).
6. SEO emails supervisor and Payroll when I-9 has been verified.
7. Payroll activates student in MyHR and student can begin working.

**Student cannot begin working until all steps are complete.**

## Student Employee Action Form S-EAF



DEPARTMENT NAME \_\_\_\_\_ DEPARTMENT NUMBER \_\_\_\_\_

FUND # \_\_\_\_\_ ORG# \_\_\_\_\_ ACCOUNT# \_\_\_\_\_

CHECK PAYMENT METHOD:

HOURLY

MONTHLY\*

\*IF MONTHLY, TOTAL NUMBER OF PAYMENTS \_\_\_\_\_

I-9 Status (SEO only)	Name (Last, First, MI)	Net ID	Action: engage, disengage, adjust wage, fund change	Wage Rate	Time Card Approver	Hire Date

HIRED BY (PRINT NAME): \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Processed by Student Employment staff:

**Comments:**

**Students are limited to working 29 hours/week - ALL JOBS COMBINED.**  
 International students= 20 hours/week. Federal Work Study students= varies depending on their financial aid award.