

**Creighton University**  
**2012-13 Federal Work Study (FWS) Procedures**

<> New student employees complete the I-9 Employment Eligibility form at Summer Preview or in the Student Employment Office (SEO), Harper Hall rm 2054. *We will be in the Kiewit Fitness Center lower level rm# 148, from 9:00 am – 3:00 pm move-in Saturday, August 18.*

You are required to present, in person to our staff, a document that proves you are legally eligible to work in the US. To meet this proof requirement, many students show us an original Social Security Card or Birth Certificate or US Passport. See the back of this brochure for a complete list of acceptable documents.

<> New student employees complete the W-4 tax withholding certificate and Direct Deposit form for paychecks.

<> FWS students are given (or e- mailed) their job assignment letter in August around the time the semester begins. Student reports in to the department and contact person indicated in the letter no earlier than Monday, August 20 and no later than Tuesday, August 28.

<> Contact person directs student to his/her supervisor. The supervisor signs the job referral letter and sets up work schedule with student. Student may begin working on the first day of classes, which is Wednesday, August 22.

<> Supervisor returns signed FWS job referral letter to Student Employment Office and is sent student's first timesheet.

<> First full 2 week pay period runs from Saturday, August 25 through Friday, September 07; payday is September 14. Supervisor turns in timesheets to Payroll at the end of each pay period, and student is paid a week later.

<> If you don't sign up for direct deposit, you will have to pick up your paychecks in Human Resources, located in the Schneider Building, 23 and Burt St. Paystubs are available for viewing on the Human Resources web site: [www.creighton.edu/hr/selfservice/index.php](http://www.creighton.edu/hr/selfservice/index.php)

**Creighton University Student Employee Information Pamphlet**

**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 [www.creighton.edu/financialaid/howdoiapply/commonforms/index.php](http://www.creighton.edu/financialaid/howdoiapply/commonforms/index.php). 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.

**FEDERAL WORK-STUDY JOB REFERRAL PROCEDURES**

Before your job assignment can be given to you, you must complete an on-line Federal Employment Eligibility verification form (I-9). You are required to show an official picture ID and another document that proves you can legally work in the US. Most students show an **original** social security card or your birth certificate or a U.S. passport. Go here for a complete list of acceptable ID: [www.creighton.edu/studentemployment/i9federalemploymenteligibilityverificationform/index.php](http://www.creighton.edu/studentemployment/i9federalemploymenteligibilityverificationform/index.php)  
You will also need to complete a W-4 tax-withholding certificate and the optional Automatic Deposit Authorization.

All FWS students will receive a FWS referral letter directing them to their assigned department and supervisor. The student should proceed to the department, and make contact with his/her supervisor. It is a good idea to bring along your class schedule so that a work schedule can be set up at that time. The referral letter must be signed by your department supervisor, indicating that you have been accepted for employment. This letter must be returned by the supervisor to the Student Employment Office (SEO) as soon as possible. The student's first timesheet will then be released to his/her supervisor.

**PAYMENT AND TIMESHEETS PROCEDURE**

All FWS students are paid according to their class level. Freshmen (1-23 credit hrs completed) \$7.25, Sophomores (24-59 credit hrs) \$7.50, Juniors (60-95 credit hrs) \$7.75 and Seniors (96 + credit hrs) \$8.00. Pay rates will be reviewed and adjusted where appropriate only 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 be cause for 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](http://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 web site. Follow the financial aid links to "Award History" and look on the "Paid" column. You can view your individual pay stubs on line at any time. Go here for information: [www.creighton.edu/hr/selfservice/index.php](http://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](#) web site. 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 9-10 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. 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.

The Creighton Human Resources Office runs on-campus job openings on its web site: [www.creighton.edu/hr/careers](http://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 Kiewit Fitness Center, the Student Center, Admissions, Development Phon-a-thon, the Child Development Center, Sodexo Marriott 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](http://www.creighton.edu/studentemployment/cudepartments/index.php).

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 Career Center, [www.creighton.edu/careercenter/](http://www.creighton.edu/careercenter/) handles all off-campus job opportunities, including part time jobs, internships, summer jobs and full time employment following graduation. Jobs are available in many areas: banking accounting, food service, labor, office, human services, medicine, retail, recreation, security, law, and technical fields. Pay rates are quite competitive. The Career Center holds Career Fairs each September and May.

### **QUALITY OF WORK**

Regardless of the nature of the campus job, certain basic features apply to any successful work experience. The following are some points to keep in mind when on the job:

**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 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/](http://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.

All new employees are asked to view a brief training video here: <http://winstream.creighton.edu/jja01162/SE.wmv>

### **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](http://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 more safe 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](http://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!**