

<b>Creighton University Human Resources</b>	<b>Guidelines: Undergraduate Research Assistants</b>
<b>Date: August 19, 2015</b>	<b>Revised:</b>

### 1. Scope:

To provide guidelines for determining when an undergraduate research assistant is considered a student employee and paid through payroll versus a non-employee and 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, and would be considered the primary investigator.
  - 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 1<sup>st</sup> of the month
  - iv. Attach student W-9, W-4na (non-residents), 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 seven (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 ([studentemployment@creighton.edu](mailto:studentemployment@creighton.edu), or 402-280-2457)
  - iii. Complete a PR2S
  - iv. I-9, W-4, and other paperwork must be completed before the student begins working.