



CREIGHTON UNIVERSITY NEW EMPLOYEE RESOURCES

Welcome! Creighton University is excited to have you as part of our team. The information provided below outlines the new hire paperwork process and onboarding resources as you begin your new position at Creighton University.

New Hire Paperwork

At least 4 business days prior to your start date: print, complete and bring the new hire required paperwork to the Human Resources Office, Creighton Cardiac Center 3006 Webster Street, Omaha, NE 68131. If you are unable to print your new hire paperwork, please contact Human Resources at 402-280-2709.

[Campus Map](#)

Required Paperwork:

1. Signed offer letter
 2. Employee Data Form
 3. Confidentiality Agreement
 4. Rehabilitation Act of 1973
 5. Direct Deposit and attach voided check
 6. W-4 will be completed in myHR
 7. [On-line I-9 Employment Eligibility Verification](#). Creighton's code is 12603. Once you complete the I-9, you must visit Human Resources within 10 days for verification
 8. Please review the [list of acceptable documents \(must be unexpired originals, no copies\)](#) and bring the proper identification with you when you drop off your paperwork.
- If you are a **temporary employee**, you must also complete the [online application](#).
 - If you are a **student employee**, you only need to complete numbers 5 through 8.

New Employee Orientation

All full-time and part-time hires are required to attend New Employee Orientation, see your offer letter for orientation date and time. Orientation is offered on a monthly basis. If you have questions, contact your recruiter or manager.

Benefits Information

Coverage for benefit eligible employees begins the first of the month following your hire date, unless your hire date is the 1st of the month, then coverage would begin that day. Enrollment must be completed within 31 days of your hire date. If you do not enroll, your elections will default to "waive" coverage. Creighton's benefits include: medical, dental, vision, disability, life insurance, and much more. Click [here](#) for more information.

You are encouraged to review your benefit options early. Once you have turned in your new hire paperwork, enroll by using the Benefits Enrollment web system at [MyCreighton](#) or calling the Solutions Center at 866-903-8216.

Retirement 403(b)

All employees are eligible to defer monies into the plan upon hire on their own behalf at www.principal.com although enrollment is not automatic. Please access www.creighton.edu/hr - "BENEFITS" - 403b Retirement Plan for instructions on how to enroll and when you qualify for matching contributions. For those of you, who previously worked at another College or University and participated in a 403(b) or 401(a) plan you may qualify for early matching contributions, please see the above webpage for details. For further information about the plan, please contact Angie Mills at 402-280-5767 or angiemills@creighton.edu.

Computer/Email Access (All employees are assigned a NetID)

Once you have turned in your new hire paperwork and completed an I-9, a NetID will be generated within 24-48 hours. Your NetID is the account username that goes with your [BLUE password](#), to obtain access to University services, such as email and other University systems.

****Your supervisor will provide you with your NetID and one-time activation password, as well as instructions on activating your Creighton account. For further information about your NetID or email, click [here](#).**

Obtaining an ID Card

Once you have your NetID, you can get your University ID Card at [Card Services](#), located at the [Harper Center](#), Suite 1090. If you are a **temporary employee** your department will have to request an ID card for you.

Parking Permit

All benefits eligible employees receive a temporary parking permit valid for one month after their start date. You may obtain a parking permit once your NetID has been generated. Parking permits may be purchased through [Public Safety](#). Fees for permits vary, for rates please contact the Department of Public Safety at 402-280-2104. To view the campus parking map, click [here](#). Public Safety is located just east of Human Resources.

Payroll Information

As part of the onboarding process, all new employees will fill out a Direct Deposit Form. The University pays employees either on an exempt/monthly or non-exempt/bi-weekly basis. Non-exempt/bi-weekly employees are paid every other Friday and exempt/monthly employees are paid the first business day of every month, with some exceptions depending on University holidays, etc. To view the payroll calendar, please click [here](#). If you would like to change or manage your direct deposit information in the future, contact Human Resources at 402-280-2709.

Employee Self-Service/myHR

[myHR](#) is Creighton University's online employee portal, which includes human resource features such as payroll, timekeeping, updating personal information, view job details and more. Employees can access myHR once their netID is activated, using their netID as the UserID and BLUE password to access it.

Employee Checklist

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|--------------------------|--|--------------------------|------------------------------|
| <input type="checkbox"/> | New hire paperwork/signed offer letter | <input type="checkbox"/> | Access to enroll in benefits |
| <input type="checkbox"/> | NetID generated | <input type="checkbox"/> | Parking permit (optional) |
| <input type="checkbox"/> | ID Card | <input type="checkbox"/> | Computer/email activated |

Additional Helpful Information

- [Staff Handbook](#)
- [Faculty Handbook](#)
- [Guide to Policies](#)
- [Holiday Schedule](#)
- [Wellness](#)
- [Tuition Remission](#)
- [Card Services](#)
- [Public Safety](#)
- [Campus Map](#)
- [CU Alert](#) (emergency notification system)
- [Creighton A-Z](#)