

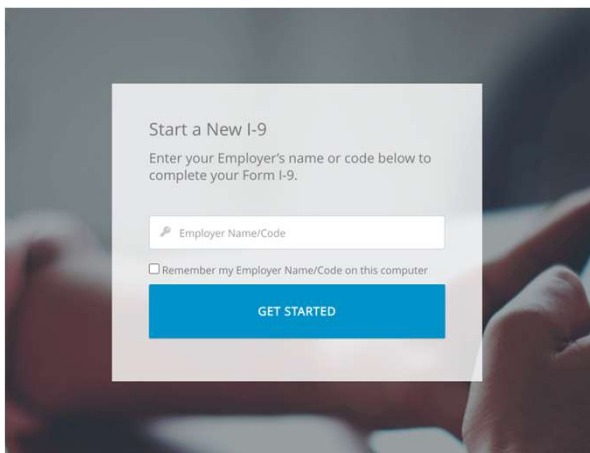


Student Employment Documents

Student Employment Office

Step 1

[Click here](#) to complete your online Federal Employment Eligibility Verification form (I-9).

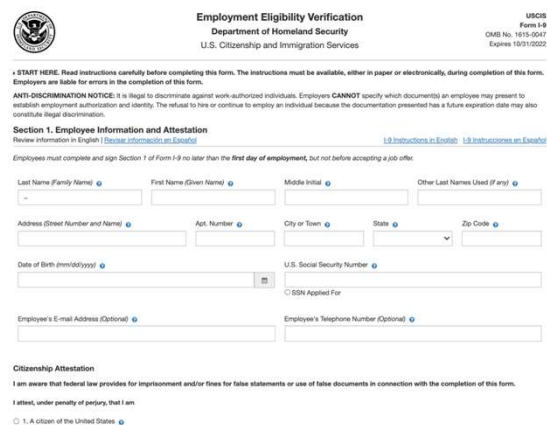


Start a New I-9

Enter your Employer's name or code below to complete your Form I-9.

Remember my Employer Name/Code on this computer.

[GET STARTED](#)



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

*** START HERE. Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation
Review information in English | [Review information in Español](#) | [I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number

SSN Applied For

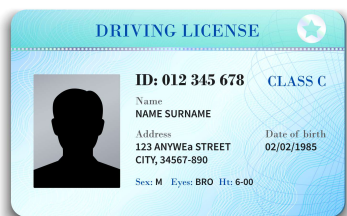
Employee's E-mail Address (Optional) Employee's Telephone Number (Optional)

Citizenship Attestation
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am
 1. A citizen of the United States.

Creighton's code is **12603**. For "location" choose "**CU Student Employee**"

Step 2

Gather your identity/employment verification documents to bring to campus. A complete list of acceptable documents can be found [here](#).



Valid Photo ID

AND



United States
Passport

OR



Original Social
Security Card

OR



United States
Birth Certificate
(certified copy with raised seal)

Bring your **ORIGINAL** document for witnessing by staff. No photocopies, faxes, or emails can be accepted.

Step 3

Complete the following forms to bring to campus:

- Federal W-4 form
- Nebraska W-4 form
- Creighton University Direct Deposit of Payment form

These forms can also be filled out in the Student Employment Office upon arrival.

W-4 Employee's Withholding Certificate (OMB No. 1545-0047) **2021**

Form W-4 (2021) Complete Form 4 as that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

1a First name and middle initial Last name Social security number
1b Address
1c City or town, state, and ZIP code

Step 2: Multiple Jobs or Spouse Works

2a Single or Married filing separately
2b Married filing jointly or Qualifying widow(er)
2c Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Step 3: Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 4: Other Adjustments

4a Other income (not from jobs) that you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.
4b Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.
4c Extra withholding. Enter any additional tax you want withheld each pay period.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) Date
Employer's name and address First date of employment Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat No. 10292 Form W-4 (2021)

Allowance Certificate FORM W-4N

1a First name and middle initial Last name Social security number
1b Address
1c City or town, state, and ZIP code

Step 2: Multiple Jobs or Spouse Works

2a Single or Married filing separately
2b Married filing jointly or Qualifying widow(er)
2c Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

Step 3: Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

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4c Extra withholding. Enter any additional tax you want withheld each pay period.

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) Date
Employer's name and address First date of employment Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Cat No. 10292 Form W-4N (2021)

Creighton University Student Employment Office
Center Suite 1100
3600 Nebraska Plaza
Lincoln, NE 68581

for all student employees. Signing up for direct deposit is as soon as possible, even over breaks when you use an Omaha bank, your current bank, S&A, or

and return it to the Student Employment Office. For more information visit www.creighton.edu/employment. Send the signed document to our secure site at directdeposit.creighton.edu

DIRECT DEPOSIT

check and account listed below, and return to correct any credit entries made in error.

First MI

checking savings

routing check OR direct deposit slip from your bank.

Date

303 loan refunds. For questions regarding loan accounts@Creighton.edu

Questions?
Email studentemployment@creighton.edu