

Creighton University Human Resources	Guidelines: Undergraduate Research Assistants
Date: August 19, 2015	Revised:

1. Scope:

To provide guidelines for determining when an undergraduate research assistant will be hired as a student employee versus 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.
 - 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 1st of the month
 - iv. Attached student W-9, W-4na, 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 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
 - iii. Complete a PR2S
 - iv. I-9, W-4, and other paperwork must be completed before the student begins working.