PR2S

--IMPORTANT--

New or inactive student employees must report to HR to complete Federal Employment Eligibility verification form I-9 and W4 tax withholding form prior to hire. They will be asked to show original documents that prove eligibility to work legally in the US. Go here for doc list: http://www.creighton.edu/studentemployment/hiringmaterials/index.php

Submit this form to Student Employment Office, Harper Hall rm 2054. Confirmation copy will be scanned to Dept. after processing.

International students must obtain valid Soc. Security # and are limited by INS restrictions to no more than 20 hrs per week on- campus employment in all departments combined, both hourly and monthly, during the academic year. (40 hr. max over summer.)

*All grant-funded positions (200000 # series funds) must be approved by the University Controller's Office prior to hire.

No benefits are associated with this employment status. Student employees cannot average over 29 hours per week in a year.

Remember to list your student jobs through Human Resources. Go here for information: Creighton.edu/hr/careers. creighton.edu/careercenter/jobs4jays/

Employment Authorization
TO BE USED FOR CREIGHTON UNIVERSITY STUDENTS ONLY

DEPT. NAME _____ **DEPT. #** _____

FUND # * _____ **ORG #** _____ **ACCOUNT #** _____

*CONTROLLER'S OFFICE

Supervisors are required to obtain cosignature from the Controller on any hiring done under 200000 series funds. **Print** completed PR2S and forward to Controller.

CHECK PAYMENT METHOD:

HOURLY ____   MONTHLY* ____

*IF MONTHLY, TOTAL
NUMBER OF PYMTS: _____

SEO COMMENTS	LAST, FIRST, MI	NET ID	INDICATE ACTIONS: • ENGAGE, • DISENGAGE • PAY RATE ADJ • FUNDING CHANGE	$$ PAY RATE	STAFF MEMBER WHO WILL APPROVE TIMECARD :	EFFECTIVE DATE

HIRED BY (PRINT NAME): _____

DATE (MM/DD/YYYY): _____

phone : _____ **email:** _____ **@CU**

Processed by Student Employment staff: _____ **DATE:** _____

Comments: _____

Comments: _____

Comments: _____

Comments: _____