

Requirements for Campus Recreation Student Employment

1. Complete Job Application
2. Complete W-4 form
3. Complete I-9 Employment Eligibility Form and acceptable documentation
4. Complete Automatic Deposit
5. Copies of Certifications

If a student has already worked at Creighton University, his/her social security, Student ID, or student employment number is not needed, but we need to know.

W-4

Be sure to sign your W-4 form

I-9 Form

To complete the I-9 Form

Must have Social Security Card or Birth Certificate

AND

CU ID or Driver's License

OR

US Passport is also acceptable

Be sure to sign your I-9 form

Other Information

Students are exempt from FICA withholding (7.65%) as long as they are enrolled part-time

Students should not work more than 40 hours per week

If you are currently working at another job through Creighton University, please let us know!

Wage Scale

Freshman	\$ 7.00
Sophomore	\$ 7.50
Junior	\$ 8.00
Senior/Grad/Professional	\$ 8.50