



2012-13 FEDERAL WORK-STUDY EMPLOYMENT AGREEMENT
Creighton Student Employment Office
2500 California Plaza, Omaha NE 68178
Harper Center rm 2054



New employees must present valid ID that proves eligibility to work in the US. Commonly acceptable documents are: ORIGINAL social security card or birth certificate or U.S. Passport. Copies and faxes are NOT acceptable under law. New student employees MUST present one of these documents in person when picking up work assignment. For a complete list of acceptable documents for the I-9 federal Employment eligibility form go to: <http://www.uscis.gov/files/form/i-9.pdf>

SECTION A

NAME: Last	First	CU net ID:
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Circle College enrolled in: Arts/Science Bus.Adm. Nursing University College

Circle class standing for Fall 2012 - Spring 2013: Fr. So. Jr. Sr. Major: _____

IF you had a Fed. Work-Study job last year at Creighton, indicate Dept. worked in: _____

Supervisor _____ Your job title _____

Would you like to be assigned to the same department next year? *Yes _____ *No _____

**If you answered yes, please skip to section C. If no, proceed to Section B*

SECTION B

List office skills _____ Typing WPM _____

List computer software programs you can use _____

Other skills _____

All students who wish to be assigned to a new work-study position must complete the following information. Please indicate three areas of work that interest you by first (1) second (2) and third (3) choice. You may also underline any job within each choice that you prefer. (i.e: 1 Child Development Center child care aide) While your preferences are taken into consideration when possible, assignment to specified areas is not guaranteed.

- ___ *Academic Departments (daytime hrs only, M-F) - faculty aide; office work*
- ___ *Administrative Offices (daytime hrs only, M-F) - light bookkeeping; admissions assistant; office work*
- ___ *Athletics - gym/field/equipment aide; training room assistant; sports team assistant; office work*
- ___ *Campus Recreation - facility/equipment aide; intramural aide; office work*
- ___ *Computer Labs - technical user support; operator aide; office work*
- ___ *Fine Arts Center- costume shop; scene shop; studio maintenance; gallery guard; box office; faculty aide; office work*
- ___ *Health Sciences - (daytime hrs only, M-F) - lab maintenance; stockroom assistant; computer assistant; office work*
- ___ *Child Development Center- (daytime hrs only, M-F) -child care aide; office work*
- ___ *Labor (daytime hrs only, M-F) - mail sorting; custodial; vehicle maintenance*
- ___ *Library - Reinert Library; Health Sciences Library; Law Library (all may involve shelving, circulation desk, office work)*
- ___ *Public Safety - parking lot assistant; shuttle bus driver; dispatcher; safety escort (evenings); camera monitor, office work*
- ___ *Student Services - (daytime hrs only, M-F) - residence hall maintenance; student health clerk; office work*

"Office work" for all of the above involves light to moderate typing, filing, telephone work, photocopying and errand running

Paid Community Service Opportunities:

- ___ Creighton Univ. Medical Center (daytime hrs only, M-F) - Receptionist and client services duties in clinics/ departments.
- ___ Tutor low-income adolescent students. (Must be upperclassman, 3.0 > gpa, sensitive to cultural diversity)
- ___ Off-campus community service sites, to be coordinated through the Creighton Student Employment Office. Indicate any previous community service experiences or areas of interest in comment section. Also indicate if you have transportation. (Reading tutoring positions are available during summer months - contact the Student Employment Office.)

SECTION C

CONDITIONS OF EMPLOYMENT

- **I must report to the Student Employment Office, Harper Center rm 2054, within five days after the Fall semester begins to receive my Federal Work-Study (FWS) assignment. Failure to do so may result in termination of the offer. Returning student workers may get their assignment via their CU e-mail.** In order to comply with Federal Homeland Security requirements, new employees must present a document such as their ORIGINAL social security card or birth certificate or U.S. Passport, along with their Creighton University ID to Student Employment when picking up work assignments. Copies and faxes of documents are NOT acceptable. Go here to view Federal I-9 form and complete list of acceptable documents: <http://www.uscis.gov/files/form/i-9.pdf>
- I understand that earnings I receive under the Federal Work-Study Program are for my personal expenses connected with attendance at Creighton University. Earnings are not used to offset my tuition and/or room and board expenses. This job is not benefits eligible.
- I understand that my hourly pay rate is based on my class level- the number of academic credits completed. Hourly pay rates are at least the Federal minimum wage (currently \$7.25) with regular pay raises as you advance a grade level. When applicable, hourly pay raises will be implemented only at the beginning of each Fall and Spring semester. Payments for hours worked will be made to me every other Friday. I have the option of signing up for Direct Deposit for my paychecks.
- Federal Work-Study earnings are taxable income. I am, however, exempt from FICA withholding as long as I am enrolled at least half-time.
- I understand that if my enrollment status at Creighton University changes, I will notify the Student Employment Office immediately.
- I will adhere to the dress code, work schedule and procedures I arrange with my supervisor.
- I understand that my work-study award is limited to the dollars shown on my award offer. I should make every attempt to keep a regular, consistent schedule throughout the year, so that I earn all the allocation, but do not run out of funds before the year is over. Working over the amount awarded may result in a reduction of other financial aid. Your supervisor will be emailed your up-to-date earnings information every two weeks and should share that information with you. You can also view your earnings on your NEST web. Open "Award Information" link then "Award History."
- The University is largely an operation which functions 8:00 am – 4:30 pm, Monday through Friday. If you plan to work through the FWS program, it is advisable to plan your academic schedule and other campus activities so that you have 1.5 – 2 daytime hours each day for your work schedule. Evening and weekend hours are limited to a few departments and are not readily available.
- I understand that it is my responsibility to accurately complete and sign my timesheet. My supervisor must co-sign and submit my timesheet to the Payroll Office on time. I authorize my supervisor to submit my timesheet without my signature if I am not available. (Failure to submit timesheets on the day they are due will result in a delay of payment.)
- I realize that the intent of my Federal Work-Study position is to provide a work commitment to my employer. It does not include time for study.
- I agree to remain at the job assigned to me by the Student Employment office for the entire academic year. (Transferring from one job to another will only be granted with special permission and under certain guidelines from the Student Employment Office.)
- I understand that upon termination from a work-study position, I must report to the Student Employment Office for reassessment within ten (10) working days. Failure to do so may result in the cancellation of my Federal Work Study award for the remainder of the academic year.
- I understand and acknowledge that all information I come in contact with relating to student, patient or employee files, paper or electronic, while working for Creighton University and/or Creighton University Medical Center, will be held in strict confidence. Accessing such information for personal use, allowing another person access, or divulging such information is cause for disciplinary action up to and including termination of employment.
- Failure to comply with Federal Work-Study rules and regulations may result in the permanent loss of Federal Work-Study eligibility.

NOTE: If you complete and return this Federal Work-Study Employment Agreement, a specific job slot will be held for you. Your assigned department will be relying on you to report in as soon as the semester begins. In order to avoid staffing difficulties, it is important that you notify the Student Employment Office (402-280-2457 or 1-800-282-5835) if your intention to work through FWS changes.

*I agree to the above conditions of my work-study employment. I understand that, to ensure my placement in a FWS position, my Federal Work-Study agreement must be returned immediately to the **Creighton University Financial Aid / Student Employment Office, 2500 California Plaza, Omaha, NE 68178***

SIGNATURE _____ DATE _____

COMMENTS _____

If applicable, list your CU Residence Hall for 2012-2013: _____

For office use only:

Date Assigned _____ Department Assigned _____ Amount/yr \$ _____

Department Supervisor _____ Job Title _____