

Process for Hiring Student Employees: Completion of Form I-9 and Determining Accurate Start Date

Effective Date: 11/1/2022

Owner: Creighton University Student Employment Office

Purpose:

To provide consistent guidelines in the hiring process for student employees across campus, specifically in the required timely completion of the Federal Form I-9 and the proper determination of an accurate start date. To comply with federal regulations, Creighton University must ensure compliance with I-9 Employment Eligibility Verification which states:

All employees working in the United States are required to complete the Form I-9, employment eligibility verification. Employment is contingent upon the new hire submitting proof of their identity and eligibility to work in the United States within three days of the official start date. Please refer to [Form I-9 documents](#) for further information regarding the acceptable documentation that must be provided in order to comply with US. Law.

Form I-9 Acceptable Documents

Employees must provide documentation to their employers to show their identity and authorization to work.



Procedure:

(This process assumes that the student employee hire has been selected and the department budget liaison has approved the hire).

1. Access the Student Employment Action Form (S-EAF) on this webpage: <https://my.creighton.edu/studentemployment/hiringmaterialsfor supervisors/>
2. On the S-EAF: Enter the requested start date. **This date must not be the date the form is completed or a date that has passed.** When determining the requested start date, allow time for the student hire to collect the [Form I-9 Acceptable Documents](#) and complete this process with the Student Employment Office. (It could take a week or more if the student needs to have a document shipped from home).
3. Complete the remainder of the S-EAF in its entirety and submit. This form will be sent to the Student Employment Office.

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4. Upon receipt of the S-EAF, the Student Employment Office will determine if the student hire needs to complete the Form I-9 through reference with the E-Verify system.
 - a. If the student already has an active Form I-9 on file with the University, the S-EAF will be sent to payroll and back to the hiring manager with the statement:

“Student is cleared to begin. The requested start date is approved.”
 - b. If the student does not have an active Form I-9 on file with the University, the S-EAF will be sent to payroll and back to the hiring manager with the statement:

“Student is on HOLD and has been emailed pre-employment and I-9 instructions. Per Federal Regulation, do not allow student to begin work until you receive an OFF-HOLD email from the Student Employment Office. If the student reports to work prior to completing this process, please send student to Student Employment Office. The requested start date is not currently approved.”
5. If the student is on HOLD, the Student Employment Office will send the Form I-9 instructions via email to the student. In the email, the student is instructed to make an in-person appointment with the Student Employment Office and to bring their original, physical [Form I-9 documents](#) to this appointment.
6. Once the I-9 process is complete, the Student Employment Office will email payroll, the hiring manager, and the student hire with this statement: **“Student is now OFF HOLD and cleared to begin. The official start date is: _____”**
7. This will be the start date used by payroll when inputting the student information into the MyHR system.

Student Employment will be submitting compliance reports on a regular basis to Creighton University leadership. Failure by the hiring manager and their department to comply with this process will be included in the report.

Questions regarding this process should be directed to Sarah De Pooter at 402-280-2408 or StudentEmployment@creighton.edu.