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| **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 is considered a student employee and paid through payroll versus a non-employee and paid through the Business Service Center (BSC). The guidelines will also detail the process and required documentation for each case.

1. **Guidelines:**
	1. Student applies for and receives a grant to conduct research, and would be considered the primary investigator.
		1. Non-employee
		2. Paid through the BSC.
	2. Faculty member receives funding to conduct research and brings on an undergraduate student to assist with the faculty member’s research.
		1. Hourly/biweekly student employee
		2. Paid through payroll
2. **Procedure:**
	1. Student applies for and receives a grant to conduct research.
		1. When notifying student of grant approval, send W-9 and W-4na to student for completion.
		2. Enter student and payment information into the Independent Contractor tool (<http://www.creighton.edu/hr/managerresources/employeevsindependentcontractor/>)
		3. Schedule payments for the 1st of the month
		4. Attach student W-9, W-4na (non-residents), award letter, and research summary document to the student record in the Independent Contactor tool.
		5. Paperwork must be completed and submitted to the Business Service Center seven (7) days before the student starts his/her research project.
	2. Student Worker – undergraduate research assistant
		1. Follow the standard student hiring process
		2. Contact student employment office (studentemployment@creighton.edu, or 402-280-2457)
		3. Complete a PR2S
		4. I-9, W-4, and other paperwork must be completed before the student begins working.