RIT Student Employment
Graduate Assistant Hire Form

Job Classification: ☐ **New Hire** ☐ **Rehire**

☐ Graduate Assistant (GA – Hourly Wage – 71130 Object Code)
☐ Graduate Grading Assistant (GGA – Hourly Wage – 71135 Object Code)
☐ Graduate Technical (GTechA – Hourly Wage – 71140 Object Code)
☐ Graduate Teaching Assistant 1 (GTA 1 - Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Teaching Assistant 2 (GTA 2 – Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Teaching Assistant 3 (GTA 3 – Bi-Weekly Exempt – 71145 Object Code)
☐ Other Graduate Assistant (Hourly Wage – 71125 Object Code)
Graduate Research Assistants 1, 2 & 3 are not employees; these students receive a stipend through Accounts Payable.

College/Department: _____/_____

Last Name: _____First Name: _____ Sex: ☐ Male ☐ Female

University ID #: _____ Date of Birth: _____ Email:_____

Ethnic Origin: ☐Alaskan Native or American Indian ☐Asian ☐Black/African American

☐Caucasian ☐Hispanic or Latino ☐Native Hawaiian/Other Pacific Islander

Address (**US Citizens** use permanent **HOME** address; **Canadian & Foreign** students use **LOCAL** address):

Street _____

City_____

State/Zip_____

Start Date: _____/____/____ End Date: ____/____/____
Day / Mo. /Yr. Day/ Mo. / Yr.

FOR SEO USE ONLY
EMP. #: _____ MAILSTOP _____
I-9 _____ VISA_____ VISA EXP. _____
F____ W____ SP____ SU____
COMMENTS: _____

 # Work Hours/Week: _____# Academic Quarters _____

Hourly Wage: $_____ (for GA, GGA, GTechA, Other GA)

Total Assistantship Wages/Salary: _____ **Bi-weekly Amount**: _____
(Bi-weekly wages only paid to GTA 1, 2, & 3)

Account Number: _____._____._____._____._____.00000 _____%

Account Number: _____._____._____._____._____.00000 _____%

Authorized Signature*: _____ **Date:** _____

Contact (Please Print): _____ **Phone #:** _____ **E-Mail:**_____
(Person SEO can contact in case there is a question regarding this form.)

*Individual with budget authority. This form must be accompanied by a completed Job Description Form. Refer to the "Graduate Assistant Job Responsibilities and Pay Rates" document to obtain information about pay rates.