

Student Employment New Hire, Re-Hire and Change Forms Tips and Tricks

Send all hire/ change forms to seosubmitforms@rit.edu.

- It is the responsibility of the supervisor to fill out the form.
- Please only submit one hire/change form per email with the student's name in the subject.
- Please use the student's full legal name on all forms. Preferred names can be entered next to legal names.
- Please fill out everything on the form unless the form states otherwise (For SEO use only/ for ISS use only)
- Electronically filled is preferred, but if hand written please print clearly.
- Please use the student's permanent home address. If they are an international student, use their local address.
- There must be an authorized signature on the form, which can be physically or digitally signed.
- Please make sure account numbers are set up prior to submitting the paperwork. Please contact the RSC if you need help setting up an account number.
- If the student is making more than minimum wage, the hire form must be accompanied by an Advanced Level Job Description form. If the student is already making above minimum wage and you wish to increase the wage again, you do not need to include the form.
- Start and end dates must match pay period start and end dates. Please refer to the Kronos sign off schedule for appropriate dates.
- If the student has completed an I9 the same day as your submission of the form, please state so in the email. Otherwise, wait one day after completion of the I9 to submit the relevant paperwork.

- When making changes for merit increases be sure to submit the increase before the end of the pay period you want it to go into effect to guarantee the change will be made.
- If paperwork is sent after the end of a pay period, is it the responsibility of the supervisor to submit a Payroll Change Form to the Payroll Office to ensure student employees receive wages due. A form processed late by SEO will not trigger back wages to be paid.
- Students may work remotely within the US and must be reported to the Payroll Office. (Remote work outside the US cannot be supported). RIT is legally obligated to pay students the local minimum wage of the physical location they are working in.
- When inquiring about previously submitted paperwork, please check Kronos to see if the student has appeared prior to contacting our office.

For all general SEO questions, please email studentemployment@rit.edu