

# RIT STUDENT EMPLOYMENT

## Graduate Assistant Change Form

Please send completed form to [seosubmitforms@rit.edu](mailto:seosubmitforms@rit.edu).  
Please enter student's name in the subject line.

College/Department: \_\_\_\_\_ / \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

University ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Payroll Change: ☐ Re-classification from \_\_\_\_\_ to \_\_\_\_\_  
☐ Wage Change  
☐ Termination (Include job end date and account number)  
☐ Account Number Change  
☐ Extend Job End Date

Effective Date of Change (Refer to bi-weekly pay schedule): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day / Mo. / Year

Job End Date (Refer to bi-weekly pay schedule for appropriate date): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day / Mo. / Year

Current Hourly Wage: \$ \_\_\_\_\_  
(For GA, GGA, GTechA)

New Hourly Wage: \$ \_\_\_\_\_  
(For GA, GGA, GTechA)

Current Bi-Weekly Salary \$ \_\_\_\_\_  
(For GTA 1, 2, & 3)

New Bi-Weekly Salary \$ \_\_\_\_\_  
(For GTA 1, 2 & 3)

Current Salary Total \$ \_\_\_\_\_  
(For GTA 1, 2, & 3)

New Salary Total \$ \_\_\_\_\_  
(For GTA 1, 2 & 3)

Number of Work Hours/Week: \_\_\_\_\_

Account Number: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.  
(Current number used)

New Account Number: \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.  
(Use for account number change only)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact (Please Print): \_\_\_\_\_ Phone #: \_\_\_\_\_ E-Mail \_\_\_\_\_

### FOR SEO USE ONLY

REGISTRATION STATUS: F \_\_\_\_\_ W \_\_\_\_\_ SP \_\_\_\_\_ SU \_\_\_\_\_

MAILSTOP \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

COMMENTS: \_\_\_\_\_