

RIT Student Employment Graduate Assistant Hire Form

This form must be sent to seosubmitforms@rit.edu.

Please enter the student's name in the subject line.

Job Classification

- ☐ Graduate Assistant (GA – Hourly Wage – 71130 Object Code) ☐ Graduate Teaching Assistant Masters (Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Grading Assistant (GGA – Hourly Wage – 71135 Object Code) ☐ Graduate Teaching Assistant Ph.D. (Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Technical (GTechA – Hourly Wage – 71140 Object Code) ☐ Other Graduate Assistant (Hourly Wage – 71125 Object Code)

Please complete all information. Any missing fields may result in delay of processing.

Where is this job located?

☐ On Campus

☐ Off Campus

Where? _____

College: _____

Department: _____

Last Name: _____

First Name: _____

University ID #: _____

Email: _____

Date of Birth: _____

Sex:

☐ Male

☐ Female

Ethnic Origin:

☐ Alaskan Native or American Indian

☐ Asian

☐ African American

☐ Caucasian

☐ Hispanic or Latino

☐ Native Hawaiian / Other Pacific Islander

Address

(US Citizens use permanent HOME address; International students use LOCAL address)

Street: _____

City: _____

County: _____

State / Zip: _____

Pay Period

____ / ____ / ____

Start Date:

Day / Mo / Year

Pay Period

____ / ____ / ____

End Date:

Day / Mo / Year

Refer to Bi-
Weekly Pay
Schedule
for dates.

FOR SEO USE ONLY

EMP #: _____ MAILSTOP : _____

I-9: _____ VISA : _____ VISA EXP: _____

F _____ W _____ SP _____ SU _____

COMMENTS: _____

#Hours / Week: _____

Academic Semesters _____

Hourly Wage (Non-GTA's):

\$ _____

Bi-weekly Amount (GTA's Only) :

Total Assistantship Wages / Salary: _____

Account Number: _____

_____.00000

_____ %

Account Number: _____

_____.00000

_____ %

Authorized Signature *: _____

Date: _____

Contact (Please Print): _____

Phone: _____

Email: _____

(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.

ISS Only: Verification of Employment Eligibility

Signature of Designated School Official: _____

Signatory's Name and Title: _____

Nature of Employment: _____

Student Status (circle): F-1 J-1

Phone: 585-475-6943

EIN: 16-07431401