

RIT Student Employment Graduate Assistant Hire Form

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)

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: _____

Start Date: ___ / ___ / _____ Refer to Bi-Weekly Pay Schedule for dates.

End Date: ___ / ___ / _____ Day / Mo / Year

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

Signature of Designated School Official: _____ **Phone:** 585-475-6943

Signatory's Name and Title: _____ **EIN:** 16-07431401

Nature of Employment: _____