

RIT Student Employment Graduate Assistant Hire Form

ALL information on this form is REQUIRED. Please fill out COMPLETELY.

Job Classification - please check one

- ☐ 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.

College: _____
Last Name: _____
University ID #: _____
Date of Birth: _____
Sex: Male Female

Department: _____
Legal First Name: _____
Preferred First Name (optional): _____
Email: _____

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

Street: _____
City: _____
County: _____
State / Zip: _____

Work Location: On Campus Off Campus
If Off Campus, where? _____

Pay Period Start Date	Pay Period End Date
____ / ____ / ____ Day / Mo / Year	____ / ____ / ____ Day / Mo / Year
REQUIRED - Refer to Kronos sign off schedule for pay period start and end dates	
All Graduate Assistants must have an end date	
Actual Employment Start Date (optional, for department use only)	

#Hours / Week: _____
Hourly Wage (Non-GTA's): \$ _____
Total Assistantship Wages / Salary: _____

Academic Semesters _____
Bi-weekly Amount (GTA's Only) : _____
*Please refer to the graduate assistant pay schedule on the SEO
website for wage/salary guidance.*

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.)

This form must be accompanied by the appropriate job description.

All forms must sent to seosubmitforms@rit.edu with the students name in the subject line.

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