

# Welcome to the Online Hire Process for Student Employees

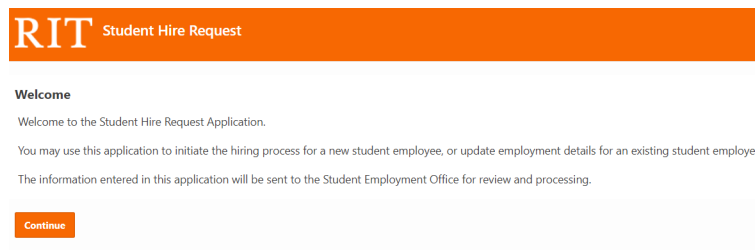
This process will initiate the I9 for all new student hires. The link previously used will no longer be accessible.

At this time, this process for submitting the hire is available for regular student employee hires only. Graduate Assistants and Co-ops must be submitted using the existing process.

## Process Initiated by Hiring Manager

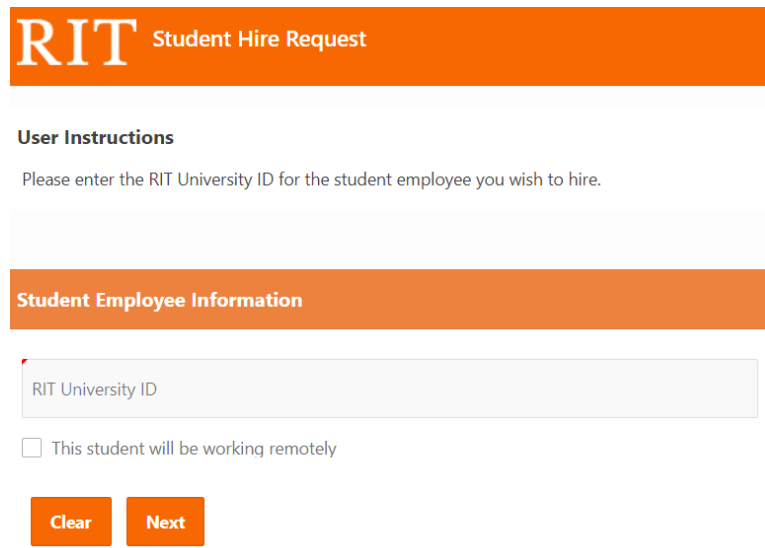
### Student who has never worked for RIT, who requires an I9 to be completed:

- 1.) Submit your new hire for validation at [studenthire.rit.edu](http://studenthire.rit.edu)
  - a. Click Continue



The screenshot shows the top of the RIT Student Hire Request application. It features an orange header with the RIT logo and the text "Student Hire Request". Below the header, the word "Welcome" is displayed in bold. The main content area contains three lines of text: "Welcome to the Student Hire Request Application.", "You may use this application to initiate the hiring process for a new student employee, or update employment details for an existing student employee.", and "The information entered in this application will be sent to the Student Employment Office for review and processing." At the bottom of the content area, there is a small orange button labeled "Continue".

- b. Enter student's UID, click next. Please note, all remote work must adhere to the Student Employee Remote Work Policy. Any requests for long term remote work must be discussed with SEO.



The screenshot shows the "User Instructions" section of the RIT Student Hire Request application. It features an orange header with the RIT logo and the text "Student Hire Request". Below the header, the text "User Instructions" is displayed in bold. The main content area contains the text "Please enter the RIT University ID for the student employee you wish to hire." followed by a large, empty text input field. Below the input field, there is a section titled "Student Employee Information" in bold. Under this section, there is a text input field labeled "RIT University ID". Below the input field, there is a checkbox labeled "This student will be working remotely". At the bottom of the content area, there are two orange buttons: "Clear" and "Next".

- c. Are you the Hiring Supervisor, answer Yes or No from drop down.

## RIT Student Hire Request

### User Instructions

Please follow the prompts below to enter supervisor information.

### Student Candidate Information

Student Name

Samuel B

### Supervisor Information

Are you the Hiring Supervisor for this student employee?



Back

Submit

- i. If No, you will be required to enter the Hiring Supervisor at the next step
- d. Add optional Direct Supervisor, if the student employee will be reporting to someone other than the Hiring Supervisor

## RIT Student Hire Request

### Student Candidate Information

Student Name

Samuel Beckmann

### Supervisor Information

Are you the Hiring Supervisor for this student employee?

Yes



### Notification Recipients

(Optional) Please select the Direct Supervisor who will be overseeing this student employee.

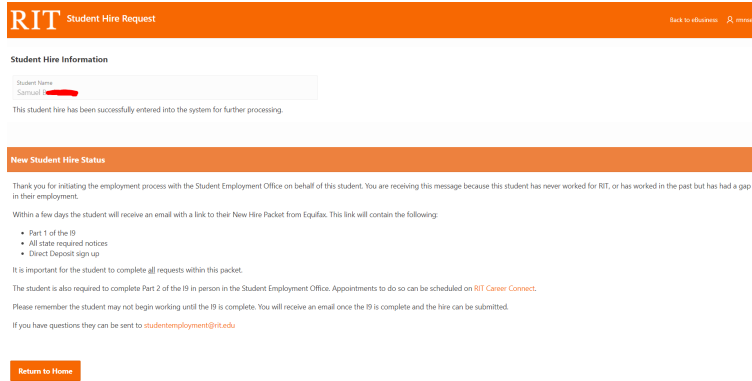
Direct Supervisor



Back

Submit

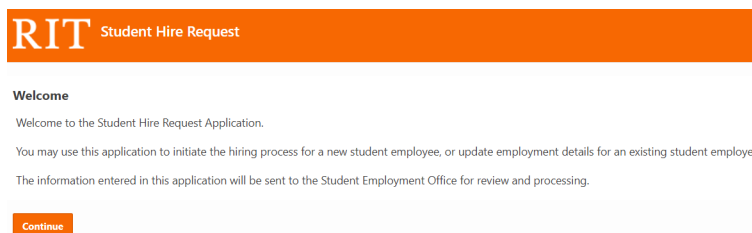
- e. Click Submit



- 2.) Once submitted, your new student employee will receive an email from Equifax within 24 hours with instructions on the next steps to complete the New Hire Packet.
  - a. The student will receive an email link to their New Hire Packet. In the packet they will receive;
    - i. Part 1 of the I9
    - ii. Direct Deposit
    - iii. State Compliance Documents
    - iv. Policies
  - b. The student employee must complete all documents in the packet
- 3.) After the New Hire Packet is complete, the student employee will receive an email with next steps and a link to Career Connect to schedule an appointment for Part 2 of the I9.
- 4.) Upon successful completion of Part 2 of the I9, the supervisor will receive an email alerting them to move forward with the hiring process.

### Hiring a student who has successfully completed the I9, or who has previously worked for RIT:

- 1.) Submit your new hire for validation at [studenthire@rit.edu](mailto:studenthire@rit.edu)
  - a. Click Continue



- b. Enter student's UID, click next. Please note, all remote work must adhere to the Student Employee Remote Work Policy. Any requests for long term remote work must be discussed with SEO.

# RIT Student Hire Request

## User Instructions

Please enter the RIT University ID for the student employee you wish to hire.

## Student Employee Information

RIT University ID

This student will be working remotely

Clear

Next

- c. Fill in all required information. Enter the **actual start date** that the student will begin working (this should be a current or future date).
- If hiring at current NYS minimum wage click submit
  - If you are hiring at higher than the current NYS minimum wage, please mark **Advanced Rate**

The screenshot shows the 'FWS Information' form. Fields include Student Name (Emily Pace), Job Title (Student Employee), Hiring Supervisor (Nemeth, Rachel M), Organization (Office of Co-op Education & Career Services), Start Date (25-MAY-2023), Expense Account (01.61400.71350.30.00000.00000), Career Connect Number (5321), and a checkbox for 'Advanced Rate' which is circled in black. Below the checkbox is the text 'Check if student will be paid above minimum wage'. There are 'Back' and 'Submit' buttons at the bottom.

- iii. Enter rate and mark the appropriate reasons for the higher wage

This screenshot shows the 'General Duties (check all that apply)' and 'Qualifications/Special Skills Required' sections. The 'General Duties' section has three checkboxes: 'Role Has Leadership Responsibilities', 'Responsible For Planning/Executing Events Or Special Projects On Campus', and 'Position Includes Counseling Responsibilities'. The 'Qualifications' section has several text input fields for 'Requires Proficiency In Specific Programs', 'Requires Specific Knowledge In Order To Perform Job', 'Specific prior Coursework Required To Properly Perform Job', 'Position Requires Specific Licenses Or Certifications', and 'Other Qualifications (please describe)'. There are 'Back' and 'Submit' buttons at the bottom.

iv. Click Submit

2.) Once the hire has been submitted you will receive the confirmation page.

This student hire has been successfully entered into the system for further processing.

**Existing Student Hire Status**

Thank you for your submission. It will be reviewed by Student Employment and you will be contacted if there are any issues.

[Return to Home](#)

- a. If there are no issues with the hire the student should appear in your Kronos list within 24 hours
- b. If there are any issues with the hire, SEO will review the submission and reach out with questions.