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

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
   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.
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).
   i. If hiring at current NYS minimum wage click submit
   ii. If you are hiring at higher than the current NYS minimum wage, please mark Advanced Rate

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