

RIT Student Employment Hire/Rehire Form

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

Type of Hire: Regular Student Employee (71250/71350) **Career Connect ID #:** _____
 Community Service (71450)
 Co-op (71300)

Last Name: _____ **Legal First Name:** _____
University ID #: _____ **Preferred First Name (optional):** _____
Date of Birth: _____
Sex: Female Male **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 CO-OP, GRANT ACCOUNTS, AND PROJECT NUMBERS MUST HAVE AN END DATE	
Actual Employment Start Date (optional, for department use only)	

Hourly Wage:\$ _____ **#Hours / Week:** _____ *Required for Co-op hires
2023 NYS Minimum wage \$14.20

Account Number: _____

Authorized Signature : _____ **Date:** _____
(For Social Security number application purposes this signature must be in blue ink)

Contact (Please Print): _____ **Phone:** _____ **Email:** _____
(Person SEO can contact in case there is a question regarding this form.)

Department Name: _____

*This form must be sent to seosubmitforms@rit.edu with any supporting documents.
Please enter the students name in the subject line of the email.*

ISS Only: Verification of Employment Eligibility
Signature of Designated School Official: _____
Signatory's Name and Title: _____

Student Status (circle): F-1 J-1
Phone: 585-475-6943
EIN: 16-07431401

Nature of Employment: _____