

# 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? \_\_\_\_\_

<b>Pay Period Start Date</b>	<b>Pay Period End Date</b>
____/____/____	____/____/____
Day/Mo/Year	Day/Mo/Year
<b>REQUIRED - Refer to Kronos sign off schedule for pay period start and end dates</b>	
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  
2024 NYS Minimum wage \$15.00

**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](mailto: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:** \_\_\_\_\_