**ROCHESTER INSTITUTE OF TECHNOLOGY**

**Job-Related Verification Form for Adjunct Employees**

*This form is for Adjunct employees only*

Regular full-time and part-time employees should complete the My Graduate Course Tax Waiver Request online through RIT Employee Self-Service at [http://myinfo.rit.edu](http://myinfo.rit.edu).

See reverse side of form for instructions.

*Please complete and submit one form for each course no later than the Drop/Add date for the term.*

<table>
<thead>
<tr>
<th>Employee Name: __________________________</th>
<th>Employee #: _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIT College/Division: ___________________</td>
<td>Email: __________</td>
</tr>
<tr>
<td>Position Title: _________________________</td>
<td>Supervisor: _____</td>
</tr>
<tr>
<td>Course Name/College: ____________________</td>
<td>Course Number: ___</td>
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</tbody>
</table>

Is this a PhD Course?  
- [ ] No  
- [ ] Yes  
If yes, are you matriculated?  
- [ ] Yes (50% waiver if form approved)  
- [ ] No (no waiver)

**Academic Year:** ____________  
**Term:**  
- [ ] Fall  
- [ ] Intersession  
- [ ] Spring  
- [ ] Summer

- [ ] This course is **job-related.** Describe how this course (not degree) will "maintain or improve" your current RIT job skills; use specific comparisons between your RIT job description and the course description. Please note that the job-related determination is based on the course, not the degree program.

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

The above information accurately reflects the relatedness between my current RIT responsibilities and the course listed.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Department Head/Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

- [ ] This course is **NOT job-related.** Please waive the taxes under RIT’s Educational Assistance Program on the first $5,250 of taxable tuition waiver for each calendar year.

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**Human Resources Department Approval**

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<tr>
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<th>Date</th>
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*Rev. 4/19*
Instructions for
Job-Related Verification Form for Adjunct Employees

This form should be completed by adjunct employees who take a graduate course or who are matriculated in a graduate program and take an undergraduate (regular full-time, extended part-time, and part-time employees should complete the online process in Oracle Employee Self-Service).

Please complete the appropriate section of this form as follows:

1) Taxes can be waived if a course is job-related. The IRS defines a job-related course as one that is needed to **maintain or improve** the employee’s current job skills. A course is not job-related if it serves to meet the minimum requirements of a job.

2) Taxes can be waived on the first $5,250 each calendar year if a course is not job-related.

You should complete and send form to Human Resources no later than the Drop/Add Date for the term.

Return your completed form to the Human Resources Department for final approval. If you have any questions, please send an e-mail to the Benefits Electronic Receptionist at benefits@rit.edu or call the Human Resources Department x5-2424/V.

*Please complete one form for each course.*