

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)
☐ Community Service (71450)
☐ Co-op (71300)

Career Connect ID #: _____

Last Name: _____

Legal First Name: _____

University ID #: _____

Preferred First

Date of Birth: _____

Name (optional): _____

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: \$ _____
2022 NYS Minimum wage \$13.20

#Hours / Week: _____
*Required for Co-op hires

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: _____