

RIT Student Employment Graduate Assistant Hire Form

Job Classification

- ☐ Graduate Assistant (GA – Hourly Wage – 71130 Object Code) ☐ Graduate Teaching Assistant Masters (Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Grading Assistant (GGA – Hourly Wage – 71135 Object Code) ☐ Graduate Teaching Assistant Ph.D. (Bi-Weekly Exempt – 71145 Object Code)
☐ Graduate Technical (GTechA – Hourly Wage – 71140 Object Code) ☐ Other Graduate Assistant (Hourly Wage – 71125 Object Code)

Where is this job located? ☐ On Campus ☐ Off Campus Where? _____
College: _____ Department: _____
Last Name: _____ First Name: _____
University ID #: _____ Email: _____
Date of Birth: _____ Sex: ☐ Male ☐ Female

Ethnic Origin: ☐ Alaskan Native or American Indian ☐ Asian ☐ African American
☐ Caucasian ☐ Hispanic or Latino ☐ Native Hawaiian / Other Pacific Islander

Address (US Citizens use permanent HOME address; International students use LOCAL address)

Street: _____

City: _____

County: _____

State / Zip: _____

Start Date: ____ / ____ / ____ Refer to Bi-
Day / Mo / Year Weekly Pay

End Date: ____ / ____ / ____ Schedule
Day / Mo / Year for dates.

FOR SEO USE ONLY

EMP #: _____ MAILSTOP : _____

I-9: _____ VISA : _____ VISA EXP: _____

F _____ W _____ SP _____ SU _____

COMMENTS: _____

#Hours / Week: _____ # Academic Semesters _____

Hourly Wage (Non-GTA's): \$ _____ Bi-weekly Amount (GTA's Only) : _____

Total Assistantship Wages / Salary: _____

Account Number: _____ .00000 _____ %

Account Number: _____ .00000 _____ %

Authorized Signature *: _____ Date: _____

Contact (Please Print): _____ Phone: _____ Email: _____

(Person SEO can contact in case there is a question regarding this form.)

*Individual with budget authority. This form must be accompanied by a completed Job Description Form. Refer to the "Graduate Assistant Job Responsibilities and Pay Rates" document to obtain information about pay rates.

ISS Only: Verification of Employment Eligibility

Signature of Designated School Official: _____

Signatory's Name and Title: _____

Nature of Employment: _____

Student Status (circle): F-1 J-1

Phone: 585-475-6943

EIN: 16-07431401