

# 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 Quarters \_\_\_\_\_

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