

Instructions:

Step 1) The hiring supervisor or Principal Investigator (PI) is required to complete all information in Part I of the Monthly Payroll (MP) Hiring Authorization Form and sign and date the form. The form must include a justification for hiring and description of the job duties to be performed including required job qualifications on page 3 of the form.

Step 2) The individual that is being recommended for hire for this part-time assignment is required to complete all information in Part II and sign and date the form and return it to hiring supervisor or PI.

Step 3) The supervisor or PI is responsible for acquiring the approval and signature of the Academic Department Chair/Staff Director and Dean/AVP in Part III of the form and for sending the signed form to the Office of Human Resources (HR) at humanresources@ric.edu. HR will review the assignment and if approved will sign the form and send it to the Budget Office or Grant Accounting Office and the appropriate VP for the department/school or College President for final approval. The final approver returns the fully completed form to HR.

Step 4) Once the supervisor or PI receives the fully approved copy of the MP form back from HR, the employee may begin the assignment. **No employee may begin their assignment** unless the supervisor has received a copy of this monthly hiring authorization form with full approvals and the employee has completed a federal [I-9 form](#) and [hiring forms](#) with the Office of Human Resources and the **Payroll Office cannot issue payment without a fully approved MP form.**

Terms and Conditions:

The Monthly Payroll Hiring Authorization Employment (MP) Form serves to authorize part-time work assignments on the College Monthly Payroll for temporary employees that are **not current RIC students**. Contact studentemployment@ric.edu for questions related to the process for hiring current RIC students.

- A fully approved MP form is required prior to the start of the assignment and new hires are required to complete a federal [I-9 form](#) and [hiring forms](#) with the Office of Human Resources prior to the start of work. Please contact the Office of Human Resources at humanresources@ric.edu to confirm employment status for new hires on the monthly payroll. Active full-time, biweekly State payroll employees performing duties within their regular job scope cannot receive separate compensation for such work.
- Employment arrangements can be compensated via an hourly rate or monthly lump sum payments per assignment and the maximum employment period is 12 months. Hourly employment shall not surpass 19 hours per week between all assignments on the monthly payroll and all payments are made on a monthly basis on or about the 25th of each month for work performed the month prior. Employment periods may not be extended without express approval by the Director of Human Resources. Renewals of assignments require completion of a new MP form.
- Supervisors or PIs are responsible for submitting timesheets to the [Payroll Office](#) by the 5th of each month for employees paid hourly. [Timesheets are available online on the RIC Payroll Office homepage](#). Lump sum payments may not exceed 12 installments or over one year. ***Grant-funded assignment must be paid via an hourly rate unless the PI has express approval of the Grant Accounting office to authorize compensation as a lump sum.**
- Authorizing supervisors or Principal Investigators (PIs) have direct responsibility in overseeing the employee's conduct and performance in the authorized role, immediately reporting any changes in employment status, behavior, or job performance to Human Resources. The Payroll Office should be notified of any changes in employment status to prevent errors or overpayments. Any terminations of employment must be discussed with Human Resources and approved prior to any action taken.
- Scanned documents are acceptable. Photos of documents are not acceptable
- **For questions regarding the completion of the form please contact the Office of Human Resources at humanresources@ric.edu or by calling [401-456-8216](tel:401-456-8216).**

RHODE ISLAND COLLEGE - MONTHLY PAYROLL HIRING AUTHORIZATION FORM

PART I – To be completed by the hiring Supervisor or Principal Investigator (PI)

Job Title/Assignment: _____

Department: _____ Dept. # _____

Grant Name (if applicable): _____ Grant # (if applicable): _____ Acct: 60254

Period of employment: FROM: _____ TO: _____ (period may not be more than 12 months)

Compensation (select one):

- ☐ **1. Hourly** (May not exceed 19 hrs/wk unless assignment is for non-renewable/one-time assignment)
 Hourly Rate: \$ _____ Weekly hours: _____ (Timesheet required)
- **Non-Renewable/One Time Assignments Only-** select assignment preference below:
 - ☐ Between 20 to 29 hours/week (or no more than 82 hours/month and non-renewable)
 - ☐ Between 30 to 40 hours/week (no more than 11 weeks and non-renewable)
- ☐ **2. Lump Sum/Installments for Services** (Non-grant funded assignments only); Maximum of 1 installment per month
 Total Amount: \$ _____ # Installments: _____

Funding:

Maximum funding for assignment for current Fiscal Year (FY) ending June 30 not to exceed: \$ _____

Maximum funding for assignment next Fiscal Year (FY) FY not to exceed (if applicable): _____

Employee Access: (select all that are required for this assignment):

☐ Parking Pass ☐ RIC ID Card for Building Access ☐ RIC Email/Outlook 365 Access ☐ No additional access required

IMPORTANT: Supervisor or PI is responsible for approving timesheets and for notifying Payroll and Human Resources immediately upon any change in the employee's status or for unsatisfactory behavior or performance of job duties. **Timesheets are due to the Payroll Office on the 5th of each month. Checks are issued on or about the 25th of each month by the Payroll Office for the previous month's activity.**

Supervisor or PI Name: _____ Supervisor/PI Signature: _____

Timesheet Approver (cannot be employee): _____ Timesheet Approver Signature: _____

PART II – To be completed out by the employee

RIC Employee ID# (if applicable): _____

Name: _____

Street: _____

City/Town: _____ State: _____ Postal/Zip Code: _____

Phone: _____ Home Email: _____

Are you a current RIC employee?

- ☐ YES (check below all that apply:)
- ☐ Full-Time Faculty ☐ Staff; # of hours currently scheduled per week _____
 - ☐ Adjunct ☐ Monthly Payroll part-time employment; # hours per working week _____
- ☐ NO (Contact the Office of Human Resources at humanresources@ric.edu to complete required hiring documentation prior to start)

Are you currently on a leave of absence from RIC/URI/CCRI? ☐ YES ☐ NO

Are you a RIC Student? ☐ YES ☐ NO

Are you a current ERS Retiree collecting benefits? ☐ YES ☐ NO (If yes, I understand all earnings must be reported to ERSRI.)

I understand that as an internal monthly payroll employee my assignment may be terminated prior to the end of the authorized period for any reason including but not limited to College priorities, fiscal constraints, job performance, or unacceptable behavior. I understand that I have a continued duty to disclose any information that may impact my employment or my employer. If I work for multiple departments, I understand that total weekly hours may not exceed the total hours stated in Part I for type of payment selected without HR prior approval. **I understand that monthly checks are issued on or about the 25th of each month.** I further agree and accept all the terms of employment specified in Part I above and any applicable policies governing my employment.

Employee Signature: _____

Date: _____

PART III – Please sign and forward completed form to next Approver:

1) Academic Department Chair/Staff Director: _____ Date: _____

2) Dean/AVP: _____ Date: _____

3) Human Resources: _____ Date: _____

4) Budget Office/Grant Accounting: _____ Date: _____

5) President or Divisional Vice President: _____ Date: _____

RHODE ISLAND COLLEGE - MONTHLY PAYROLL HIRING AUTHORIZATION FORM

Provide a justification for hiring and description of the job duties to be performed including required job qualifications for the part-time assignment below: