**Student Employment Form (SEF) – ON-CAMPUS**

**STUDENT INFORMATION –** *to be filled in and signed by student*

Last Name: First Name: MI:

RIC student ID #: Phone #: RIC e-mail:

(*Student Empl #)*

*Currently enrolled as candidate for*: undergraduate degree graduate degree

How many credits are you currently registered for?

Have you worked on the student payroll previously? (*check one*): Yes No **If yes, date:**

Do you currently have another student employment position? Yes No *semester/year*

***ACCEPTANCE OF EMPLOYMENT­*** – please read and check

* I have accepted the position indicated on this form and certify that I am registered for enough credits to qualify me to work on the student payroll ***(please note: undergraduate students must remain registered for a minimum of 6 credits and graduate students must remain registered for a minimum of 5 credits)***
* I understand that the Student Payroll Office and the Student Employment Office may share any Student Payroll Employment information with all Student Payroll Supervisors/Employers.
* I understand that I **must** notify by supervisor by e-mail when I hold more than one job on the student payroll.
* I understand that the maximum number of hours I can work in total is 20 hours per week.

Student’s signature: Date:

**ON-CAMPUS EMPLOYMENT INFORMATION –** *to be filled in and signed by employing department/supervisor*

**RIC Department**: Department #:

**Position Details**: Position Title: Handshake Job ID#:

 Job location:

 (bldg. and room)

**Source of funds**: Department funds cost center: (include #) Work-Study Award amount:

 (if different than department number)

 Grant (*include number*) # Grant Accountant signature**\***:

 Include copy of grant award

 Other (*include details*)

**Hire period**: Academic year Summer Pay period student is to begin work:

 *See* [*https://tinyurl.com/preview/ric-student-payroll-sch*](https://tinyurl.com/preview/ric-student-payroll-sch)

**Pay grade** & Assistant $15.09 $15.38 $15.66

Rate of pay Associate $15.95 $16.53 $17.10

(see back) Specialist $17.68 $18.25 $19.40 $20.55 Other\*:

**Responsible person**: Title:

 (person who will be submitting timesheets)

Email: Ext:

Signature of Department Head/Supervisor: (Signature required prior to processing)

Name of Department Head: Date:

 (PLEASE PRINT)

**PAYROLL OFFICE/CDC USE ONLY**

Signature Payroll Office: Work-study verified:

Date: BankMobile verification:

 Handshake Job verified;

 (Staff initials)

**CHECKLIST OF REQUIRED FORMS FOR STUDENT EMPLOYMENT**

*The following forms are required for the student to be able to work on campus. These forms need to be sent as a packet to the Career Development Center (**studentemployment@ric.edu**) in order for their hiring paper work to be processed.*

|  |  |
| --- | --- |
| **Student for the FIRST TIME on Student’s Payroll need:** | **Rehires on student payroll- Students need:** |
| * SEF form – not e signature of department head and indicate source of funds
 | * SEF form – *note signature of department head and indicate source of funds*
 |
| * I-9 Employment Verification form page 1 filled out and signed by the student
 | * Copy of class schedule for the semester (*List View Format*)
 |
| * Original and valid identification and work authorization documents (*see list of acceptable documents*). NO copies.
 | * Copy of Work-Study Award (*if applicable*)
 |
| * W-4 Federal
 | *Supervisor*, email documents to studentemployment@ric.edu. |
| * W-4 RI State
 |  |
| * Bar of Claims form (*to be signed by RIC staff*)
 |  |
| * Drug-free Workplace form (*to be signed by RIC staff*)
 |  |
| * Copy of class schedule for the semester (*List view format showing credits*)
 |  |
| * Copy of Work-Study Award (*if applicable*)
 |  |
| * Make a payroll choice on BankMobile (*for payroll)*
 |  |
| Students, call Career Development at 401-456-8031 to set up a time to process hiring documents. |  |

**PAY GRADES AND PAY RATES –** *effective 08/26/2024*

***Assistant Level:*** $15.09, $15.38, $15.66

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Required Experience** | **Skills/Knowledge** | **Supervision** |
| Assists in performing simple to moderately difficult tasks. Works within defined general guidelines including written or verbal direction. | Little to moderate level of education/work experience required. | Knowledge and skills to perform independently with training and support. | Performs with some supervision. Uses limited independent judgment or initiative. |

***Associate Level:*** $15.95, $16.53, $17.10

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Duties** | **Required Experience** |  | **Skills/Knowledge** | **Supervision** |
| Assists in performing tasks involving moderate to high level of difficulty and complexity. | Moderate level of previous related education/work experience required (minimum of one year). |  | Moderate to high level of related skills. Possesses knowledge and abilities to perform duties with minimum training. | Performs with limited to minimal supervision. Uses some judgment and initiative. |

***Specialist Level:*** $17.68, $18.25, $19.40, $20.55

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Duties** | **Required Experience** | **Skills/Knowledge** | **Supervision** |
| Assists with performing highly skilled duties of complex nature. Responsible for developing, coordinating, and implementing assigned projects. | Substantial previous related work or educational experience required. | Highly skilled, knowledgeable in all required duties. Ability to prioritize and perform multiple tasks with great attention to detail. | Performs with minimal to no supervision. Uses independent judgment and initiative. |

***\*Pay rates over the Specialist level must be approved by Student Employment. Email justification and job description to*** ***studentemployment@ric.edu******.***

***Grants may have non –standard rates which may fall outside rates established for student employment but which match the descriptions for a specific grade.***