**Student Employment Form (SEF)**

**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:

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

**OFF CAMPUS:** Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**ON-CAMPUS:** RIC Department: Department #:

Position Schedule Remote Hybrid On-campusJob location:

 Position Title: Handshake Job ID#:

 (bldg. and room)

**Source of funds**: Department funds Work-Study Work-Study award amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Pay grade**: Assistant Associate Specialist Rate of pay:

 (see back)

**Responsible person**: Title:

Signature of Department Head/Supervisor:

Name of Department Head: Date:

 (PLEASE PRINT)

**PAYROLL OFFICE/CDC USE ONLY**

BankMobile verification: Handshake Job verified;

 (Staff initials)

Signature Payroll Office: Date:

 **\***Signature required prior to processing

**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:**

* 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
* Original and valid identification and work authorization documents (*see list of acceptable documents*). NO copies.
* W-4 Federal
* 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)*

**Rehires - Students need:**

* SEF form – note signature of department head and indicate source of funds
* Copy of class schedule for the semester (*List View Format*)
* Copy of Work-Study Award (*if applicable*)

Email the rehire documents to studentemployment@ric.edu .

**PAY GRADES AND PAY RATES –** *effective 01/01/2024*

***Assistant Level:*** $15.09, $15.38, $15.66 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **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 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **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, $19.4, $20.55, $21.7, $22.28, $23.85, $24 and non-standard\*

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |

\****Non –standard rates are those established by grants and which may fall outside rates established for student employment but which match the descriptions for a specific grade.***