

Rhode Island College (RIC) Student Employment Form (SEF)

STUDENT INFORMATION – to be filled in and signed by student

Last Name _____ First Name _____ MI _____

Empl ID or Social Security Number: _____ Phone# _____

Email _____

Are you a U.S. Citizen? (circle one): Yes No

Currently enrolled as candidate for: Undergraduate degree Graduate degree

How many credits are you currently registered for?

Have you worked on campus previously? (circle one): Yes No.

ACCEPTANCE OF EMPLOYMENT

- I have accepted the position indicated below 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 agree that RIC, after giving me reasonable notice in writing of their intention to do so, may withhold or deduct any salary due to me necessary to pay any outstanding debts I owe the college which are more than 30 days overdue.
- 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 my supervisor must be notified if I hold more than one job on the student payroll

Student's Signature: _____ Date: _____

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

Department _____ Dept/Org# _____

Off-campus Agency? (circle one) yes no

Agency Name _____

Job Title _____ Rate of Pay _____

Responsible Person _____

Signature of Department Head _____

Name of Department Head (PLEASE PRINT) _____ Date _____

Date Student is to Begin Work _____ Source of Funds: work study or grant or other

ACAD YR _____ Summer _____

PAYROLL OFFICE USE ONLY

Signature Payroll Office _____ Date _____