



Rhode Island College Career Development Center - Student Employment

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>

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)

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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 – not e 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)

Students, call Career Development at 401-456-8031 to set up a time to process hiring documents.

Rehires on student payroll- 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)

Supervisor, email documents to studentemployment@ric.edu.

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.