



# Rhode Island College Career Development Center - Student Employment

## 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 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 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: \_\_\_\_\_ Dept./Grant#: \_\_\_\_\_

Position Schedule  Remote  Hybrid  On-campus

Position Title: \_\_\_\_\_ Job location: \_\_\_\_\_  
(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 ID#: \_\_\_\_\_  
(Staff initials)

Signature Payroll Office: \_\_\_\_\_ Date: \_\_\_\_\_ Date Linked: \_\_\_\_\_

\*Signature required prior to processing

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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 brought as a packet to the Career Development Center (CDC), Building #6, Lower Level 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 form filled out and signed by the student
- Original and valid identification and work authorization documents (*see list of acceptable documents*). NO copies.
- W-4
- Bar of Claims form (*to be signed at the CDC*)
- Drug-free Workplace form (*to be signed at the CDC*)
- Copy of class schedule for the semester (*List view format*)
- Copy of Work-Study Award (*if applicable*)
- Make a bank choice through 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*)

## PAY GRADES AND PAY RATES – effective 10/01/2020

**Assistant Level:** \$11.50, \$12.00, \$12.50 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:** \$13.00, \$13.50, \$14.00 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:** \$14.50 - \$20.00 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.**