

# ***WELCOME to Rhode Island College!***

Congratulations on your appointment as a RIC Adjunct instructor or part-time monthly payroll employee. Monthly payroll checks are issued on or about the 25<sup>th</sup> of each month.

To complete the employment and monthly payroll process you must complete several forms. Please “**Ctrl+Click**” on the following two links to access and print RIC Employment Policies and the required employment forms.

➔ [Monthly Payroll Employment Policies](#)

➔ [Monthly Payroll Employment Forms](#)

## **INSTRUCTIONS:**

### **FORMS TO COMPLETE:**

Please print and read all Employment Policies. Also, please print all forms and allow yourself at least a ½ hour to complete the required forms. Completed and signed forms must be returned in person to the Office of Human Resources, Building 6 – East Campus.

### **FEDERAL I-9 FORM REQUIREMENTS**

When you visit the Office of Human Resources, you will be asked to complete the federally required I-9 form. To do so, please have with you proper identification (a list of acceptable identification is included with the Monthly Payroll Forms) and ORIGINAL DOCUMENTS ONLY must be presented. The Office of Human Resources hours are Monday – Friday, 8:30 am – 4:30 pm.

### **IMPORTANT:**

**ALL THE MONTHLY PAYROLL FORMS MUST BE COMPLETED AND SIGNED PRIOR TO YOUR VISIT TO THE OFFICE OF HUMAN REOUSRCES.**

If you have any questions, please contact the Office of Human Resources at 401-456-8216.

Thank you.