Re: Student Employment Changes

Faculty,

If you are supervising a student who is being paid by Rensselaer please pay attention to this important message.

In order to ensure student workers have completed all required documentation, including Form I-9, Employment Eligibility Verification, Rensselaer will be implementing a new process that must be followed before any student can begin work. This process is applicable to any student who receives money from Rensselaer for any type of work on campus as an Undergraduate or Graduate Student. Types of work include Teaching Assistant, Research Assistant, Resident Assistant, Resident Learning Assistants, Federal Work Study, students funded by the Undergraduate Research Program, and any other on-campus employment. Students receiving Fellowships are excluded from this process.

As of May 1, 2017, all student workers must obtain a student employment card before they begin work. You are expected to ask the student to show you their card. If the student does not have a card, they cannot start working, and you must send them to your student employment liaison. A list of liaisons can be obtained from your Dean’s Office. You also can send the student directly to the Dean’s Office and someone will be able to assist them.

The card is intended to show that the student has completed the required paperwork, specifically Form I-9, Employment Eligibility Verification, and is eligible to begin working. If they do not have one of these cards on their first day of work, you cannot let them start working. Accountability will fall with the supervising faculty.

Important things to know about the card

- Students will need to get an updated card each year. The card that will be issued beginning in May 2017 will be valid until May 31, 2018 and will be red in color. Students will need to obtain an updated card for the following year and you will need to see the updated card. The card will be a different color each year.
- Only new student workers or students who have taken a consecutive two academic term break from working will need to complete a new Form I-9 to obtain the card.
- If students have worked in the past and have not taken a consecutive two academic term break, they will not need to complete additional paperwork. They only need to obtain the employment card. (Academic terms are identified as Fall, Spring, and Summer.)

A Student Employment Website (http://finance.rpi.edu/update.do?catcenterkey=175) has been developed to provide information regarding the student employment process. On this site you will also find a new Employment Policy for Student Workers and a Student Worker Employment Handbook.