

THE
UNIVERSITY
OF RHODE ISLAND
COLLEGE OF BUSINESS

Process to Hire a Student

1. Complete and submit the New Student Hire Request Form on the [Faculty Resources](#) page.
2. Send completed form to Administrative Assistant, Sue McIntock at suemc@uri.edu at least two weeks prior to the student start date. (Upon receipt approval will be granted after review from the Associate Dean. A Chartfield String (CFS) will be created)
3. New students who have not worked at the University or College of Business will need to complete an I-9 certification package to verify work eligibility as per Federal Regulations.
 - Documents that establish both Identity and Employment Authorization must be submitted. (See the attached list for acceptable forms of identification)
4. Once all paperwork has been completed Sue will upload the job classification to the hiring system and a detailed email of hiring confirmation will be sent to the hiring requestor. The confirmation email will include the following: (1) Start Date, (2) End Date, (3) Hours Approved, (4) Job Record #, and (5) Supervisor to Report Hours to.

Students CANNOT start working until they receive this confirmation email – They are NOT hired yet.

Process for the Submission of Worked Hours

5. Once a student has been hired, Leila Donahue, Dean's Office Receptionist, will send a timesheet, bi-weekly payroll schedule, and instructions on how to submit time worked to eCampus directly to the new student hire.
6. All completed timesheets should first be approved by the student's supervisor. This ensures all hours reflected on the timesheet are accurate. It is encouraged that both the student and supervisor agree that the hours worked are correct before submitting the timesheet.
7. After the hours have been approved by the supervisor, the timesheet needs to be forwarded to Leila at leilad@uri.edu. A signature is not required, just a forwarded email stating "I approve". Leila will use the attached timesheet information to approve the hours in eCampus.

Consider the Following

It is the expectation of the Dean's Office that the student will submit their hours via eCampus and complete their employee timesheet weekly. Students should not submit their hours two weeks in advance. We ask that hours are submitted weekly so that the office can track time worked by each student more effectively. Leila will send out a reminder email the day before the pay period ends with an attached timesheet.

8. If the student does not submit their hours and timesheet to their supervisor AND directly to eCampus; it is requested that a [payroll correction sheet](#) be completed and sent to the Business Manager, Lori Jacolucci at lorijac@uri.edu. Lori will then submit documents to URI Payroll.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

