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## Employers

The following steps must be taken before a student can begin working.

- Students cannot begin work until they are seen in your HRMS bi-weekly hourly listing of employees.
- During the academic year, students must be registered full time during the semester they wish to work.
- During the summer, students need to be full time during the summer or the upcoming fall semester.
- All Students must have an I-9 form filed at the Student Employment Office in the Career Center.

Please give students the information below when you have offered employment, so they can complete all steps and expedite the hiring process.

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## Students

You must complete the following steps prior to beginning employment.

- During the academic year, you must be registered full time during the semester you wish to work.
- During the summer, you need to be full time during the summer or the upcoming fall semester.
- All Students must complete a Federal Employment Eligibility Form I-9, in the Career Center Student Employment Office or at your site of employment. The most common forms of identification needed to complete the form include: an original passport OR an original university ID or drivers license AND an original Social Security Card or original birth certificate. **Please have these forms of identification when you complete the form at the Career Center or site of employment!**
- If you are an international student you must also provide us with your passport, I-20, and Social Security Card (if you have one) to complete your I-9 form
- Once you complete an I-9 your employer will take necessary steps to hire you and notify you when you can begin working.
- Sign into HRMS via [www.rochester.edu/hrms](http://www.rochester.edu/hrms) , using your net ID and password, and ask your employer if they want you to submit hours using HRMS' UR Time Entry Employee link, or if they have another system they wish to use. Also, sign up for direct deposit Using HRMS' Self Service link.