



Hamilton College
Employment Authorization Form

INSTRUCTIONS:

This form must be completed and submitted to Human Resources *before the first day of employment.* In addition, **all new employees** must be cleared by Human Resources **BEFORE** they can begin work.

TO BE COMPLETED BY THE EMPLOYEE:

Indicate Type of Employment: Hamilton Employee Temporary Summer Current Hamilton Student

Hamilton ID#: _____

Class Year: _____

Name: _____

(LEGAL Name - Please Print)

Mailing Address: _____

(Temporary, Summer or Camp Employees only)

City: _____ State: _____ Zip: _____

Indicate Appropriate Status: US Citizen Green Card Holder International (Authorized to work)**

Indicate Previous Employment At Hamilton:

YES Date: _____ An Employment Authorization Form and NYS Wage Notice Form must be submitted to HR prior to first day of work. ****Returning international employees must update and submit their Glacier forms before their return date.**

NO: All employees MUST complete an Employment Authorization Form with their supervisor and meet with HR to complete required paperwork BEFORE they can begin work. ****New international employees must meet with the payroll office to complete Glacier tax forms before they can begin work**

TO BE COMPLETED BY THE SUPERVISOR: NEW EMPLOYEE REHIRE CHANGE

Dates of Employment: From: ____/____/____ To: ____/____/____ Hourly Pay Rate: _____

Department/Grant Name/Camp: _____

Position: _____

Budget Line Number: _____

Supervisor for Time Entry: _____ Alternate for Time Entry: _____

Supervisor's Signature: _____ Date: _____

FOR OFFICE USE ONLY:

HR - Position Code: _____ Entered: _____ SP: _____

Payroll - EPOV _____ ETAX _____ EDDP _____ Entered _____ SS _____ PADR _____ PITA _____ Reviewed _____

Glacier: _____ Glacier Complete: _____