



**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#: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Class Year: \_\_\_\_\_

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: \_\_\_\_\_