

North End Center, Suite 2300 300 Turner Street NW (0318) Blacksburg, Virginia 24061 P: 540-231-9331 • F: 540-231-3830 hrservicecenter@vt.edu • hr.vt.edu

## **Wage Employee Appointment Record**

Upon completion and departmental approval, this form should be forwarded to the departmental representative who is responsible for entering the hours worked on Banner. The departmental representative should retain this form and file it in the hourly wage employee records for regular wage appointment.

Name:	Virginia Tech Assigned Number:	
Personal E-mail:	Social Security Number: Only required if employee has not been assigned a VT ID previously	
Mailing Address:	Home Phone Number: ( )	
City:	State/ZIP Code:	
Date of Birth:	Country of Citizenship:	
If Non-US Citizen: Visa type (check one) $\square$ H1 $\square$ F1 $\square$ J1 $\square$ Perm Res $\square$ Other:		
If Non-Resident Alien, Indicate Visa expiration:		
Were you ever employed by Virginia Tech prior to your current appointment?   Yes   No  If yes, please list dates of the beginning of the first time you were employed and the end of the last prior employment.		
Begin Ye	ear Month Year	
Will you be working in a state other than Virginia on your first day of employment? $\Box$ Yes $\Box$ No		
If yes, please provide the state you will be working in on your first day of employment:		
I certify the above information to be correct to the best of r	ny knowledge:	
Employee Signature		



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## Department to complete this page.

Please provide a copy to the employee

Name:	Virginia Tech Assigned Number:
Indicate position type:  ☐ P14 ☐ Sporadic Hire ☐ Student Wage	□ Non-Student Wage
Conviction Check Completed: Yes No I-9 Com	pleted: Yes No Tax Forms Completed: Yes No
Position Information:	
Position Title:	Position Number:
VTPID:	Timeclock Plus Code:
Banner Fund:	Department Number:
Hourly Rate/Pay Level:	Work Schedule:
Start Date:	End Date:
SupervisorName/ID Number:	Overtime Authorized?
Please note that wage hours cannot exceed 1500 hours between emergency hire, etc.) count toward this total. You can view curr screen in Banner. It is highly recommended that you do this before the commended the comme	during the current (May 1 – April 30) employment cycle?  In May 1 and April 30 each year. All wage jobs (student, non-student, rent wage hours worked toward the 1500 hour total on the PWIEMPV fore you start a wage employee to ensure that they have hours remaining.
If emergency hire or student worker, describe job duties  Percent Of time Job duties	s below or attach job description:
Approve the appointment and information provided abo	ove:
Supervisor/Hiring manager:	Date:
Department head/designee:	Date:
Acknowledgement of employment dates, hourly rate and	d work schedule by employee:
Employee:	Date: