



## WAGE EMPLOYEE APPOINTMENT RECORD

**Employee's full name** (Last, First, ME): \_\_\_\_\_

**VT Employee ID#** \_\_\_\_\_ **Social Security #** (not needed if person has VT ID#) \_\_\_\_\_

**Indicate position type:**

P14 \_\_\_\_\_ Sporadic hire \_\_\_\_\_ Non-student wage \_\_\_\_\_  
Student wage \_\_\_\_\_ Work study? Yes No \_\_\_\_\_  
Emergency hire \_\_\_\_\_ Indicate appointment period: \_\_\_\_\_

**Conviction check completed:** Yes No **I-9 completed:** Yes No **Tax forms completed:** Yes No

**Position information:**

**Position title:** \_\_\_\_\_ **Position number:** \_\_\_\_\_

**Virginia Tech PID:** \_\_\_\_\_ **Timeclock Plus code:** \_\_\_\_\_

**Banner fund:** \_\_\_\_\_ **Department number:** \_\_\_\_\_

**Hourly rate:** \_\_\_\_\_ **Work schedule:** \_\_\_\_\_

**Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_

**Supervisor name/PID:** \_\_\_\_\_ **Overtime authorized?** \_\_\_\_\_

**Special instructions or employee restrictions:** \_\_\_\_\_

**Has this person worked any wage hours at Virginia Tech during the current (May 1–April 30) employment cycle?**

Please note that wage hours cannot exceed 1,500 hours between May 1 and April 30 each year. All wage jobs (student, non-student, emergency hire, etc.) count toward this total. You can view current wage hours worked toward the 1,500 hour total on the PWIEMPV screen in Banner. It is highly recommended that you do this before you start a wage employee to ensure that they have hours remaining.

**If emergency hire or student worker, describe job duties below or attach job description:**

Percent of time	Job duties

**Approve the appointment and information provided above:**

**Supervisor/hiring manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Department head/designee: \_\_\_\_\_

Date: \_\_\_\_\_

**Acknowledgment of employment dates, hourly rate and work schedule by employee:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_