

Employee Name and last 4 digits of VT ID# _____

Department to complete this page.

Please provide a copy to the employee

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: _____
 VT 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: _____

How do you want the employee to record their hours? Clock in and Out Record hours worked each day

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 1500 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 1500 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: _____

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

Employee: _____ Date: _____