WAGE EMPLOYEE APPOINTMENT RECORD

Upon completion and departmental approval, this form should be forwarded to the department representative who is responsible for entering the hours worked on Banner. The department 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 Virginia Tech ID previously

Mailing address: _____ Home phone number: (___) _____

City: _____ State/ZIP code: _____

☐ I do not wish to have my **home address** listed in the campus directory.   ☐ I do not wish to have my **home phone number** listed in the campus directory.

Date of birth: _____ Country of citizenship: _____

If Non-US citizen: Visa type (check one)   ☐ H1   ☐ F1   ☐ J1   ☐ Perm Res   Other: _____

If Non-resident alien, indicate Visa expiration: _____

Emergency contact:

Name: _____ Relationship: _____

Home phone: (___) _____ Work phone: (___) _____

Street address: _____

Employee gender: ☐ Male   ☐ Female

Ethnicity: Are you Hispanic or Latino?   ☐ Yes   ☐ No
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Race: Check all that apply.

☐ **American Indian or Alaskan Native**
A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

☐ **Black**
A person having origins in any of the black racial groups of Africa.

☐ **White**
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

☐ **Asian**
A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent; for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

☐ **Native Hawaiian or Other Pacific Islander**
A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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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 _____   Ended _____
        Month   Year   Month   Year

Criminal history:
Have you ever been convicted for any violations(s) of law, including misdemeanors?   Yes   No

If YES, please provide the following: Description of offense, statute, or ordinance (if known); date of charge; date of conviction; and county, city, state of conviction

_____

_____

_____

Have you ever been convicted for moving traffic violations?   Yes   No

If YES, please provide the following: Description of offense, statute, or ordinance (if known); date of charge; date of conviction; and county, city, state of conviction

_____

_____

_____

I certify the above information to be correct to the best of my knowledge:

_____   _____
Employee signature   Date

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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: _____

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: _____