



North End Center, Suite 2300
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Blacksburg, Virginia 24061

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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: _____ VT ID# (last 4 digits only): _____

VT E-mail: _____ Date of Birth: _____

Mailing Address: _____ Home Phone Number: () _____

City: _____ State/ZIP Code: _____

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: _____

Were you ever employed by Virginia Tech prior to your current appointment? Yes No

Will you be working in a state other than Virginia on your first day of employment? Yes No

If yes, please provide the state you will be working in on your first day of employment: _____

THIS PORTION TO BE COMPLETED BY THE DEPARTMENT: Student Wage Work Study? Yes No

I-9 Completed: Yes No **Tax Forms Completed:** Yes No

Position Title: _____ Position Number: _____

Timeclock Plus Code: _____ Banner Fund: _____

Department Number: _____ Hourly Rate: _____

Work Schedule: _____ Supervisor Name: _____

Start Date: _____ End Date: _____

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:** _____