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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: _____ 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) 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

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

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: _____

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

Employee Signature

Date