



HOURLY WAGE APPOINTMENT FORM

Instructions: Use this form for hourly wage employees only. All information is required for CIPPS payroll data entry purposes. A budget code must be provided. Signatures are required before processing will begin. Refer to Hourly Wage Rates and Hiring Procedures for role codes and rates. Incomplete information could result in delay of pay!

Name: _____
LAST FIRST MI

Address: _____
STREET or P.O. BOX

CITY STATE ZIPCODE

SSN: _____ **Birth Date:** _____ **Phone Number:** _____

Male ___ **Female** ___ **Race** ___ **Refer to back page for race codes** →
These fields are for informational and reporting purposes only. PVCC is an EEO/AA Employee.

Division/Department: _____ **New:** _____ **Rehire:** _____ **Change:** _____

Date of Hire: _____ **Budget Code:** _____

Rate of Pay: _____ **PMIS/CIPPS #:** _____ (HR will provide)

Job Title*: _____ **Job Code*:** _____

Supervisor: _____

Required Forms:

- | | |
|---|--|
| <input type="checkbox"/> State of Virginia application | <input type="checkbox"/> 1500 Hour Memorandum receipt |
| <input type="checkbox"/> W-4 (Federal Withholding Form) | <input type="checkbox"/> Employment Verification/Criminal History Check |
| <input type="checkbox"/> VA-4 (State Withholding Form) | <input type="checkbox"/> PVCC Code of Ethics receipt |
| <input type="checkbox"/> Direct Deposit Form | <input type="checkbox"/> Workplace Harassment receipt |
| <input type="checkbox"/> Child Support Disclosure | <input type="checkbox"/> I-9 - Refer to back of I-9 form for list of acceptable documents |
| <input type="checkbox"/> Drug & Alcohol Abuse Policy receipt | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Information Infrastructure Policy receipt | |
| <input type="checkbox"/> Use of Internet Systems Policy receipt | |
| <input type="checkbox"/> VCCS IT Ethics Agreement/IT Account Request Form | |
| <input type="checkbox"/> Selective Service Form (for males 18-35 only) | |

Required Signatures:

Division/Dept: _____ **Date:** _____

Vice-President: _____ **Date:** _____

*Codes Used to Denote Race:

- A White (Not of Hispanic Origin)
- B Black (Not of Hispanic Origin)
- C Hispanic
- D Asian or Pacific Islander
- E American Indian or Alaskan Native
- U Unknown