



Piedmont Community College

STUDENT APPOINTMENT FORM

Instructions: Use this form for student employees only. All information is required for CIPPS payroll data entry purposes. A budget code must be provided. For assistance with job titles and rates of pay contact human resources at ext 5221. Student employees complete a green Student Timesheet bi-weekly. The checklist at the bottom is for your use to ensure that all forms have been completed before submitting them to payroll. Signatures are required before processing will begin.

Name: LAST FIRST MI

Address: STREET or P O BOX

CITY STATE ZIP

SSN: Birth Date: Phone Number:

Male/Female: U.S. Citizen/Resident Alien: Race: (These fields are for informational and reporting purposes only. PVCC is an EEO/AA Employee.)

Division/Department: New: Rehire: Change

Date of Hire: Registered 6 or more credits? yes no Budget Code: (For Division/ Dept.)

Rate of Pay: Supervisor:

Job Title: Job Code: 89011 (for Payroll Only)

Required Forms:

- State of Virginia application
W-4 (Federal Withholding Form)
VA-4 (State Withholding Form)
I-9 (see list of appropriate documents on back of form)
Direct Deposit Form
Child Support Disclosure
Drug & Alcohol Abuse Policy
Information Infrastructure (illegal use of internet) Policy
Selective Service Form (for males 18-35 only)

Required Signatures:

Division/Dept: Date:

Vice-President: Date: