



Federal Work Study
Student Appointment Form

Instructions: Use this form for Federal Work Study student employees only. All information is required for CIPPS payroll data entry purposes. A budget code must be provided. Federal Work Study student employees must complete a timesheet bi-weekly. The checklist at the bottom is for your use to ensure that all required forms have been returned. The student is responsible for returning this form to Human Resources.

Name Last First MI

Address Street or PO Box
City/County State Zip Code

Student ID # Phone

VCCS Webmail Address

SSN Birth date

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

Hiring Department/Agency New Returning

Hiring Date Registered for 6 or more credits? (Yes or No)

Budget Code: 229110-1146 (75%) 154010-1146 (25%)

Rate of Pay (\$9.00 - on campus; \$9.80 - off campus) Job Code: 89011

Supervisor Phone Number

Supervisor Email

Print Supervisor's Name

Supervisor's Signature Date

Career Services
Piedmont Virginia Community College
501 College Drive, Charlottesville, VA 22902-7589
Phone: 434-961-5264 Fax: 434-961-5251
Careers@pvcc.edu

For Office Use Only

- W-4 (Federal Tax) Drug & Alcohol Abuse Policy IT Request Form/VCCS Ethics Agreement
VA-4 (State Tax) Use of Internet & Electronic Communication Student Agreement
I-9 (Employment Eligibility Verification) Selective Service Student Worker Statement of Understanding
Child Support Disclosure Confidentiality Statement Information Infrastructure