

Environmental Sciences

Hourly Wage (other than temps) / Activity-Pay Form

Used for hourly employees (students/other); GRA summer & faculty summer pay

Potential employees must be fully hired before they can begin work. Complete this form and send via e-mail attachment to Elizabeth Jackson, ej2h@virginia.edu. Potential student driver employees must have a current DMV driving record check. See resource tab of [EVSC website](#) for the necessary forms to review driving records. Employees will be contacted via central Human Resources for any on-boarding processes.

EMPLOYEE & SUPERVISOR INFORMATION

Employee's full legal name

Computing ID

E-mail

Position Title

Course Number (i.e. EVSC 1400)

Name of hiring supervisor

Supervisor E-mail

Supervisor's phone

SELECT EMPLOYEE TYPE AND PAY RATE

Select employee type

Select Reason for hire

Hourly employee
state date

Hourly employee
end date

Hourly - hours
per week

Hourly Pay Rate

Activity pay is used when a specific amount is paid over set number of pay-periods. [Link for academic year payroll calendar](#)

Activity pay #
of pay-periods

Activity pay \$
per pay-period

Activity
Pay Total \$

Activity pay
start date

Activity pay
end date

SIGNATURE and Worktag

Worktag

Other info

Signature

Date

For EVSC Administrative Processing only

WD processed

WD Job #

LD assignment #

Spreadsheet

Notify supr

Done