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 Joan Sipe, jms6su@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**