

# 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 Karen Mercer at [kcm9e@virginia.edu](mailto:kcm9e@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

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### 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

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**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

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### SIGNATURE and PTAO

PTAO

Other info

Signature

Date

**For EVSC Administrative Processing only**

WD processed

WD Job #

LD assignment #

Spreadsheet

Notify supr

Done