



Department to complete this page.

Please provide a copy to the employee

Name: Ethan Zhang Virginia Tech Assigned Number: 906464572

Indicate position type:

☐ P14 ☐ Sporadic Hire ☐ Non-Student Wage
☐ Student Wage Work Study? ☐ Yes ☐ No
☒ Emergency Hire Indicate Appointment Period: 7/5/22-9/16/22

Conviction Check Completed: ☒ Yes ☐ No I-9 Completed: ☒ Yes ☐ No Tax Forms Completed: ☒ Yes ☐ No

Position Information:

Position Title: Research Assistant Position Number: 010218-00
VT PID: ethanz22 Timeclock Plus Code: 10400133
Banner Fund: 479961 Department Number: 010400
Hourly Rate: \$20.00 Work Schedule: varies (up to 40 hours/week)
Start Date: 7/5/22 End Date: 9/16/22
Supervisor Name/PID: Guoqiang Yu / yug Overtime Authorized? no

Special Instructions or Employee Restrictions: Start date is dependent on date I-9 is completed.

Has this person worked any wage hours at Virginia Tech during the current (May 1 – April 30) employment cycle?

Please note that wage hours cannot exceed 1500 hours between May 1 and April 30 each year. All wage jobs (student, non-student, emergency hire, etc.) count toward this total. You can view current wage hours worked toward the 1500 hour total on the PWIEMPV screen in Banner. It is highly recommended that you do this before you start a wage employee to ensure that they have hours remaining.

If emergency hire or student worker, describe job duties below or attach job description:

Percent Of time	Job duties
100	Build a system of data management and implement Python version of SynQuant

Approve the appointment and information provided above:

Supervisor/Hiring manager: Request submitted in ECE funding system Date: 7/5/22

Department head/designee: Request approved in ECE funding system Date: 7/6/22

Acknowledgement of employment dates, hourly rate and work schedule by employee:

Employee: Ethan Zhang Date: 07/11/2022