Docusign Envelope ID: 2089BB82-3C57-891B-8210-B86D0F9A0C9F

HUMAN RESOURCES
VIRGINIA TECH

North End Center, Suite 2300
300 Turner Street NW (0318)
Blacksburg, Virginia 24061

P: 540-231-9331 ▪ F: 540-231-3830
hrservicecenter@vt.edu ▪ hr.vt.edu

Wage Employee Appointment Record

Upon completion and departmental approval, this form should be forwarded to the departmental representative who is responsible for entering the hours worked on Banner. The departmental representative should retain this form and file it in the hourly wage employee records for regular wage appointment.

Name: Amira Faruqui

Virginia Tech Assigned Number: ***701703

Personal E-mail: amirafaruqui@gmail.co

Social Security Number: _____
Only required if employee has not been assigned a VT ID previously

Mailing Address: 43546 Riverpoint Drive

Home Phone Number: (571) 343-9861

City: Leesburg, Virginia

State/ZIP Code: 20176

Date of Birth: November 5th, 2005

Country of Citizenship: U.S.A

If Non-US Citizen: Visa type (check one) ☐ H1 ☐ F1 ☐ J1 ☐ Perm Res ☐ Other: _____

If Non-Resident Alien, Indicate Visa expiration: _____

Were you ever employed by Virginia Tech prior to your current appointment? ☐ Yes ☐ No

If yes, please list dates of the beginning of the first time you were employed and the end of the last prior employment.

Begin January 2026 (Month / Year) Ended currently working (Month / Year)

Will you be working in a state other than Virginia on your first day of employment? ☐ Yes ☐ No

If yes, please provide the state you will be working in on your first day of employment: _____

I certify the above information to be correct to the best of my knowledge:

Amira Faruqui
Employee Signature

7/1/2026
Date

Docusign Envelope ID: 2089BB82-3C57-891B-8210-B86D0F9A0C9F

HUMAN RESOURCES
VIRGINIA TECH

North End Center, Suite 2300
300 Turner Street NW (0318)
Blacksburg, Virginia 24061

P: 540-231-9331 ▪ F: 540-231-3830
hrservicecenter@vt.edu ▪ hr.vt.edu

Department to complete this page.

Please provide a copy to the employee

Name: Amira Faruqui Virginia Tech Assigned Number: ***701703

Indicate position type:

☐ P14 ☐ Sporadic Hire ☐ Non-Student Wage
☑ Student Wage Work Study? ☐ Yes ☐ No
☐ Emergency Hire Indicate Appointment Period: N/A

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

Position Information:

Position Title: Engage TA Position Number: 10190W

VTPID: amiraf Timeclock Plus Code: N/A

Banner Fund: F78239 Department Number: 034305

Hourly Rate/Pay Level: $14 Work Schedule: varies

Start Date: 8/18/2026 End Date: TBD

SupervisorName/ID Number: Barbara Fraticelli/****11810 Overtime Authorized? no

Special Instructions or Employee Restrictions: N/A

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%	Assist faculty with development and implemnetation of online learning tools,
	course design, course monitoring, grading support, and student engagement

Approve the appointment and information provided above:

Supervisor/Hiring manager: DocuSigned by: Barbara Fraticelli 4A53A4D42D324D2... Date: 6/16/2026

Department head/designee: Signed by: BF23A5247815486... Date: 6/16/2026

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

Employee: Amira Faruqui Date: 7/1/2026