Original Appointments for the Bi-Weekly Payroll

Use the Bi-weekly wage PSDS for part-time research professionals and part-time faculty who are hired for a short period of time (usually part-time three months or less). This does not apply to academic year adjunct faculty hires.

**Deadlines:**
New Hires – All documentation must be received in the SEAS HR/Payroll Office **one week prior to the first pay period.**

PSDS PTAEQ changes or submission of hours – All documentation must be received in the SEAS HR/Payroll Office **no later than the last day of the pay period.** (Please be sure to submit to F. Cline in a timely manner so that she can approve the PTAEQs and send the PSDs to the SEAS HR/Payroll Office by the required deadlines.)

**Complete and submit the following directly to the SEAS HR/Payroll Office:**

- A copy of the Original Bi-Weekly PSDS (Send the original to F.Cline for approval.)
- Current Curriculum Vitae (CV)
- Faculty Personnel Data Sheet (completed and signed by the employee)
- SEAS Faculty/Staff Information Sheet
- Selective Service Compliance Form (signed)
- Patent Agreement (signed)
- Direct Deposit Authorization Form (mandatory)
- Tax Forms (Federal and State)
- I-9 – to be completed in the department (documentation used for I-9 must be copied)

The above forms are located here: [http://www.seas.virginia.edu/budget/faculty/forms/forms.php](http://www.seas.virginia.edu/budget/faculty/forms/forms.php)

**Pay Rates:**
- Faculty are paid at a total dollar amount per bi-weekly pay period. Specify the total gross dollars you wish to pay per bi-weekly pay period.
- Research Professionals are paid an hourly rate as noted below (as of 8/15/07):

<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Rate</th>
<th>Maximum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Assistant</td>
<td>$15.43</td>
<td>$28.75</td>
</tr>
<tr>
<td>Research Associate</td>
<td>$16.01</td>
<td>$37.31</td>
</tr>
<tr>
<td>Research Scientist</td>
<td>$22.21</td>
<td>$55.34</td>
</tr>
<tr>
<td>Senior Scientist</td>
<td>$27.60</td>
<td>$68.70</td>
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<tr>
<td>Principal Scientist</td>
<td>$42.40</td>
<td>$105.38</td>
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</tbody>
</table>