Offer Letter Template for Student Workers

*Effective October 1, 2015 the process for all newly hired employees has changed.  We are now required to send a copy of an offer letter (signed by the hiring officer and employee) and a copy of their social security card to HR records.* ***This change applies to student workers as well.*** *Below is the template we developed for you to use. The offer letter must be on* ***letterhead****. Anything highlighted in yellow must be changed or deleted.*

*Briefly, this change is being effected in order to ensure accuracy of records and compliance with federal regulations. The federal government requires the University to obtain employees’ SSNs in order to complete W-2 forms for accurately reporting wages in accordance with both IRS regulations and the Affordable Care Act. Thus the need to make sure the institution has true US social security numbers for all employees.*

[Template]

Date

First & Last Name of Employee

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is to confirm that you have been hired as a student worker/work-study student in the (Name of College House or Department). Your hourly rate is $\_\_\_\_\_\_\_\_\_. Your first day of employment is \_\_\_\_\_\_\_. Student workers/work-study students are ineligible to receive any Penn benefits, except to the extent required by applicable law. Also, students may not work more than 20 hours a week total for all jobs when classes are in session during the academic year.

Per the Immigration Reform and Control Act of 1986, we need to obtain documentation that establishes your identity and right to work in the United States. To meet this requirement, employers must obtain a completed I-9 form for every employee. EQUIFAX, the largest provider of employment and income verifications in the U.S., provides us the ability to complete your I-9 form electronically. EQUIFAX uses the strictest of security measures, including encryption, to protect employees. Before you begin working at Penn, please go to <http://www.hr.upenn.edu/I9>, and select ***College Houses and Academic Services*** from the dropdown box. On your first day of work, you’ll need to bring in original documentation to complete the I-9 process. For your information, I have enclosed a list of acceptable documents for this purpose.

The University of Pennsylvania offers two choices for receiving your pay: Direct Deposit or the ADP Aline Card for student not being paid under the Federal Work-study Program; and Direct Deposit or paper check for students under the Federal Work-study Program. As a new employee, you will automatically receive an ADP Aline Card in the mail (be sure not to discard this envelope), which works like a Visa® debit card. If you do not enroll in Direct Deposit, your pay will automatically be entered onto the ADP Aline Card every payday. You can sign up for Direct Deposit at any time to have your pay deposited directly into your personal bank account on paydays. For more information on these options please visit they following website: <http://www.sfs.upenn.edu/Aline/student-pay.htm>.

If you have any questions about your student work assignment, please do not hesitate to contact me.

Sincerely yours,

(Signature)

Supervisor’s Name,

Title

*My signature below indicates my acceptance of this appointment and my understanding that the continuation of the position is dependent, in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment contract, and that my position may be terminated at any time for unsatisfactory performance, misconduct, or for other reasons.*

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[Student Worker’s Signature] Date