Offer Letter Template for Student Workers **(Updated May 3, 2017)**

*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

Name

Address

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

This is to confirm that you have been hired as a Student Worker in (Name of College House or Department). Student Workers may work a maximum of 20 hours when classes are in session and 40 hours when classes are not in session. The work schedule for this position is XX hours or less, per week.

Your hourly rate is $\_\_\_\_\_\_\_\_\_. Student workers are not eligible for Penn benefits, except to the extent required by applicable law. We anticipate that your services as a temporary worker will be needed through (enter date). This date, however, is subject to change. You are not under any employment contract and your temporary status can be terminated at any time without notice. You are required to complete a Penn employment application and provide references and records that speak to your prior work experience.

Before your first day of work at Penn, you will need to do the following:

1. **Provide verification of your identity and right to work in the United States**—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 [www.hr.upenn.edu/I9](http://www.hr.upenn.edu/I9), select ***College Houses and Academic Services*** from the dropdown box and complete Section 1 of the I-9. When you begin work, you must bring in the appropriate documentation in order for us to complete the I-9 process. It is helpful if you bring this documentation on your first day of work, but it must be presented no later than the third day after you begin work. For your information, I have enclosed a list of acceptable documents for this purpose.
2. **Provide your Social Security Card –** Youare required to present your Social Security Card on your first day of work so that your Social Security Number can be verified for payroll purposes. If you have misplaced your Social Security Card and need a replacement, you can apply for a replacement card at your local Social Security Administration office. You also may be able to apply for a replacement card online. See [www.ssa/gov/ssnumber](http://www.ssa/gov/ssnumber) for additional information. The Social Security Administration office closest to the University is located at 2 PENN CTR, STE 2000B, 1500 JFK BLVD, PHILADELPHIA, PA 19102. For a list of other Social Security Administration offices, visit the Social Security Administration website at <https://www.ssa.gov/pubs/EN-05-10096.pdf>. If you do not have a Social Security Number, you will need to provide your passport number and country code to your Business Administrator.

1. **Elect how you want to receive your pay from Penn**—In support of the University’s sustainability goals and for the convenience of employees, we have the following electronic payment options:
* Direct deposit to your bank account (Direct Deposit); or
* The ADP ALINE Card, with convenience check (ALINE Card)

The ALINE Card is a debit card that gives you the flexibility to access your pay in a variety of ways at no cost to you, including unlimited over-the-counter bank teller withdrawals at any Visa member bank, unlimited in network ATM withdrawals, and unlimited cash back with point-of-sale transactions at participating retail locations (PINcode only).

For information regarding all of the terms and conditions of the ALINE Card, please visit <http://www.finance.upenn.edu/comptroller/payroll/ADP_Aline_Card_Terms.pdf>. A complete fee schedule is available at <http://www.finance.upenn.edu/comptroller/payroll/ADP_Aline_Card_Fees.pdf>. Please note that third parties may impose additional fees. The ALINE Card also comes with a convenience check, along with instructions for how to use the check.

You may also elect to receive your pay electronically via Direct Deposit, provided that you have an email address. You may elect Direct Deposit as soon as the University has processed your new hire information and you have been provided a PennKey, which is required to authenticate your identity for access to many of the University’s electronic resources. Once you have a PennKey, you can enroll in Direct Deposit at any time, keeping in mind that Direct Deposit activations typically take between one and two weeks.

If you do not elect Direct Deposit or you do not do so with sufficient time for activation prior to payment, the University will treat this as an election to receive payment via the ALINE Card.[[1]](#footnote-1)

We hope that you find your experience at Penn in (Name of College House or Department) both rewarding and pleasant. We are happy that you have decided to join our staff.

Sincerely yours,

Supervisor’s Name,

Title

Signature

*My signature below indicates my acceptance of this offer and its terms, and my authorization to receive my pay as outlined above. I understand that continued satisfactory performance is a necessary condition of continued employment. I acknowledge that my employment is at will, that this offer is not an employment contract, and that my employment may be terminated at any time for any reason, including but not limited to unsatisfactory performance, misconduct, or workforce restructuring.*

*My signature below also indicates that as an employee of the University, I am placed in a position of confidence and trust. My appointment may give me access to confidential information, the unauthorized disclosure of which could cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents or contractors of the University. In accepting this position, I agree that during and after my employment with the University, I will not use or disclose any confidential information except as may be necessary and appropriate in fulfillment of my duties, and I further agree to maintain the confidentiality and security of University information in accordance with University information-security policies as they may be amended from time to time. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information.\**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Staff Member’s Name] Date

*\*Should you have any questions regarding appropriate use, disclosure and protection of confidential information, please contact Penn’s Chief Privacy Officer or Information Security Officer.*

1. If you do not wish to receive your pay electronically, you may contact the University’s payroll office by mail or email: University of Pennsylvania, Payroll Office, 310 Franklin Building, 3451 Walnut Street, Philadelphia, PA 19104, Attn: Payroll Manager – or – dofpayroll@pobox.upenn.edu. The payroll office will explain the process for obtaining payment via paper check. [↑](#footnote-ref-1)