Enter date (month dd, yyyy)

First and Last Name
Address Line 1
Address Line 2

Dear Name,

This is to confirm that you have been hired as a Position Title in Dept/School Dept/Scl Cont'd. .This is a student worker/work study position. Your first day or work will be Start Date.

## I. Details About The Role

This position is non-exempt, meaning that you are eligible for overtime pay for any week in which your work hours for the week exceed your scheduled weekly hours. Overtime for hours worked beyond 40 in a work week is paid at one and one-half times your regular rate of pay. However, students are limited to 20 hours/week while classes are in session. The scheduled weekly hours for this position are Scheduled Weekly Hours. In addition to this work time, you may also be provided an unpaid meal period of at least 30 minutes in length. We will work with you to determine your daily schedule, including your start and end times as well as the timing and length of any unpaid meal period. Non-exempt employees are paid weekly on Fridays for hours worked during the previous Monday through Sunday pay period.

Your hourly rate is $0.00 Workers in student positions are not eligible for Penn benefits, except to the extent required by applicable law. We anticipate that your services as a student worker will be needed through mm/dd/yyyy. This date, however, is subject to change. You are not under any employment contract. Rather, your employment is at will, which means that that either you or the University may terminate your temporary employment relationship at any time and for any reason.

## II. Onboarding

Before your first day of work at Penn, you will need to complete the University's electronic onboarding process. Instructions for completing the onboarding process will be sent to your email address on file, insert email. If you wish to have the information sent to a different email address, please let us know. You are expected to promptly complete the electronic onboarding process upon receipt of the email with instructions for doing so. First, you will receive instructions for setting up your Pennkey if you do not already have one. Then you will receive an email with instructions for accessing your onboarding tasks.

### A. Provide Verification of your Identity and Right to Work in the United States.

Per the Immigration Reform and Control Act of 1986, the University is required to confirm your identity and right to work in the United States. To meet this requirement, employers must have a completed Form I-9 for every employee. You will be asked to complete Section 1 of the Form I-9 during the electronic onboarding process. When you begin work, you must present the appropriate documentation in order for us to complete the I-9 process. It is helpful if you provide this documentation on or before your first day of work, but it must be presented **no later than the third day after you begin work**. For your information, the Lists of Acceptable Documents that can be presented for this purpose can be found in the Form I-9 Instructions. You are required to bring either one

(1) document from List A, or one (1) document from List B and one (1) document from List C. All documents used for the I-9 purposes must be original.

B. Submit Documents for Form I-9 Section 2:

**For Workers who will be onsite at any time for any reason, Form I-9 Section 2 must be completed in person:**

- Visit the Onboard@Penn website for additional details and to schedule an appointment.
- Proceed to Onboard@Penn (3425 Walnut St.) with unexpired, original documents.

For employees who work outside Pennsylvania, New Jersey, and Delaware, please see the Onboard@Penn website for remote Form I-9 instructions.

C. Provide Your Social Security Card.

The University uses the Social Security Administration's Social Security Number Verification Service (SSNVS) to verify the Social Security Number of each new hire for payroll purposes. You are expected to present your original Social Security Card if you are using it as one of the documents to complete your Form I-9 (or a copy of your Social Security Card if it is not one of the documents used to complete your Form I-9) when you begin working so that your Social Secruity Number can be verified though the SSNVS. 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. Visit Social Security Number and Card 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 information regarding other Social Security Administration offices, visit the Social Security Administration Office Locator at Social Security Administration Office Locator.

## III. COVID-19 Precautions

Participation in Penn's efforts to reduce the risk of COVID-19 spreading within the Penn community is a condition of employment. All faculty, staff and students who are coming to campus are required to enroll in the PennOpen Pass program and to complete the PennOpen Pass questionnaire daily. Those who report no symptoms, no recent close contact with someone who has or may have COVID-19 and no recent positive COVID-19 test receive a Green Pass for the day. Those who receive a Red Pass are directed to assistance and follow up tailored to their individual needs. For persons working remotely 100% of the time, PennOpen Pass usage is optional but strongly encouraged. Please visit the PennOpen Pass website, review the information on the website, sign in using your PennKey, and enroll.

Faculty and Staff who are on campus for four (4) or more hours each week are required to enroll and participate in the Penn Cares COVID-19 testing program, which requires weekly, saliva-

based screening testing conducted on campus. When you wear a face covering, practice physical distancing, and complete your daily symptom check on PennOpen Pass, you promote the health and safety of everyone around you and advance Penn's mission of excellence in education, research, and patient care.

We hope that you find your experience at Penn in the Enter School/Center/Department both rewarding and pleasant.

Sincerely yours,

Signature, if possible (ex. scanned, image etc.)

Print Supervisor's Full Name
Supervisor's Professional Title
Date:mm/dd/yyyy

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*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, workforce restructuring or completion of my temporary assignment.*

*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. **

☐By checking this box and signing my name below, I acknowledge that my signature, whether electronic or otherwise, constitutes as a legal signature.

Signature: _____
Department to Print Temporary's Worker's Full Name Here

Date: mm/dd/yyyy

**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.*