\*\*\*Letter head\*\*\*

Date

Name

Address

Dear \_\_\_\_\_,

I am pleased to welcome you to the School of Design at the University of Pennsylvania in your official role as the XXXXXXXX (Non-Exempt Limited/ Grade X) in Department of XXXX. Your first day of employment will be XXXX. As a limited service employee (<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/limited-service-staff-members>) you are expected to work 9 months (36 weeks) at 35 hours per week from September X to May X. Your annual salary of $XXX is distributed over 36 weeks at $X/per week. Upon completion of your introductory period, you will receive 4 vacation days per fiscal year and you will accrue 1 sick day a month every month worked. You are eligible for benefits starting (The first day of the month following hire date). Approximately 14 days from your date of hire, a complete benefits packet from the Penn Benefits Center (1-888-736-6236) will be mailed to your address on file. Continuation of your position is dependent, in part, upon your successfully meeting the established performance expectations for this position and upon the University’s completing its review of your references, background checks, and records.

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

**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.  TALX, the largest provider of employment and income verifications in the U.S., provides us the ability to complete your I-9 form electronically.  TALX uses the strictest of security measures, including encryption, to protect employees.  Before you begin working at Penn, please go to <https://www.hr.upenn.edu/I9> *(copy & paste link into your browser)* and select **Design** from the dropdown box. On your first day of work, you will need to bring in documentation to the Financial Administration Office to complete the I-9 process. For your information, I have enclosed a list of acceptable documents for this purpose.

**Elect how you want to receive your pay from Penn**

The University of Pennsylvania offers two choices for receiving your pay: Direct Deposit or the ADP Aline® Card. As a new employee, you’ll automatically receive an Aline® Card, which works like a Visa® debit card.  If you do not enroll in Direct Deposit, your pay will automatically be loaded onto the 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 [www.finance.upenn.edu/comptroller/payroll/receiving\_your\_pay.shtml](http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml).

We have partnered with HireRight, one of the world’s largest background screening providers, to provide employment screening and ensure the wellbeing of Penn’s community. You may be contacted by HireRight as they conduct a background check. HireRight, Inc., is located at 5151 California Avenue, Irvine, CA 92617, and can be contacted at 1-800-400-2761.

All University staff members must successfully complete an introductory period. Your introductory period is from **START DATE to 4 MONHS FROM START DATE (NOT A SAT or SUN)**. This period gives you the opportunity to understand the mission and goals of the University and our department and demonstrate satisfactory performance. During this period you will receive guidance on performance expectations and your progress at meeting these expectations will be monitored.

We hope you find your experience at Penn in the School of Design both rewarding and pleasant. I am delighted to have you on board.

Sincerely yours,

XXXXX

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.

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, and unauthorized disclosure of this information would cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents and 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. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information.\*

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**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.*