



Date:

Dear

Welcome to the University of Pennsylvania. We are pleased to have you on board and a part of the Penn community. This letter is to confirm that you have been hired as a \_\_\_\_\_ in \_\_\_\_\_. This is a temporary position. Your first day of work will be \_\_\_\_\_.

## 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 exceeds 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. The scheduled weekly hours for this position are \_\_\_\_\_. 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. *Please note a full-time student (one who is enrolled in three or more course units or equivalent) may not be employed in a full-time position with the University. During the regular fall and spring terms (see the University's Academic Calendar for dates), 20 hours of employment per week is the maximum allowed for all students. This limit also applies to students enrolled full-time in the summer. For students enrolled part-time in the summer and during vacation periods, 40 hours per week is the maximum.*

Your hourly rate is \$ \_\_\_\_\_. Workers in temporary positions 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 \_\_\_\_\_. 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.

Upon receipt of your signed offer letter, we will need the following information from you to initiate your record in our HR/Payroll System (Workday): personal email address, phone number, date of birth, and Social Security Number. **Someone from our office will reach out to you via phone to get this information.** Please do not email this information.

## II. Onboarding Process

You will receive two important communications as a part of the onboarding process:

1. An email with instructions for setting up your Pennkey and password.
2. A welcome email from [Workday](#) with instructions for completing your onboarding tasks.

Your Pennkey and password are required to access many of Penn's systems, including [Workday](#) and [SecureShare](#). **Before your first day of work at Penn**, you will need to complete the University's electronic onboarding process in [Workday](#). You must:



#### 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 Section 2 of the Form I-9. 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 business day** after you begin work, by doing the following:

- **Review the Lists of Acceptable Documents** for materials that may be presented to confirm your identity and employment authorization. Visit [Form I-9 Acceptable Documents](#). You must present one (1) document from List A (Documents That Establish Identity and Employment Authorization) – *OR* – one (1) document from List B (Documents That Establish Identity) and one (1) document from List C (Documents that Establish Employment Authorization).

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

- See the [Onboard@Penn](#) website for additional details and to [schedule an appointment](#).
- Proceed to [Onboard@Penn](#) (3425 Walnut St.) with original documents.

**For employees who will work 100% remotely with no campus presence due to COVID-19, Form I-9 Section 2 may be completed remotely upon hire with in-person review upon return to campus:**

- Submit documents to Joe Marmo, Onboard@Penn Analyst, via SecureShare. You will need to login to [SecureShare](#) using your Pennkey and password.

**Please note:** *During normal operations, Part 2 of the Form I-9 must be completed in person at Onboard@Penn. Due to COVID-19, the Department of Homeland Security has given temporary flexibility allowing electronic examination of documents for those employees who work 100% remotely. When this flexibility expires and/or when you begin working on campus at least some of the time, you will be required to bring your original documents to Onboard@Penn for physical examination within 3 business days. If you transition to working on campus at least some of the time in the future, please see the [Onboard@Penn website](#) for additional information and to [schedule an appointment](#) within three business days of when you begin to work on campus. Likewise, if DHS determines that it will no longer provide Form I-9 flexibility to those working 100% remotely, you will receive an email notification when you are required to come to Onboard@Penn, and it is expected that you will comply with that notice within the time period allotted.*

#### B. 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 Social Security Card when you



begin working so that your Social Security Number can be verified. 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](#).

### III. COVID-19 Precautions

To reduce the risk of COVID-19 spreading within the Penn community, faculty, staff and students who are coming to campus are required to complete daily symptom checks using PennOpen Pass. Those who report no symptoms and no recent contact with someone who may have COVID-19 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 staff working remotely 100% of the time, PennOpen Pass usage is optional but strongly encouraged. Please visit the [PennOpen Pass website](#), review the information, sign in using your PennKey, and enroll. 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 both rewarding and pleasant.

Sincerely yours,

Date:

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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: \_\_\_\_\_

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.*