Date

Name

Address

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

This is to confirm that you have been hired as a Student Worker in the Biology 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.

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 <http://www.hr.upenn.edu/I9>, and select Arts and Sciences from the dropdown box. On your first day of work, you’ll need to bring in documentation to complete the I-9 process. A list of acceptable documents are listed on the I-9 website.
2. **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 replaced University paper checks with electronic payment options:
   * Direct deposit to your bank account (Direct Deposit) and
   * The ADP ALINE Card, with courtesy checks, (ALINE Card)[[1]](#footnote-1)

The ALINE Card is automatically issued to all new employees for purposes of receiving their pay or reimbursements for travel or other business related expenses. An ALINE Card packet will be sent to you directly from ADP. The packet will contain both the ALINE Card, which can be used like any debit card, and courtesy checks, along with instructions on how to use them.

Your acceptance of employment and/or completion of your employment eligibility verification (Form I-9) constitute consent to the University’s payroll methods, including the use of the ADP Aline Card. You may choose to elect Direct Deposit at any time. If your Direct Deposit election is processed in time for your first wage payment, Penn will attempt to prevent ALINE card issuance. If you receive your pay via Direct Deposit, you do not have to activate the ALINE Card, and you can cancel a previously activated card at any time.

For more information on both of these options, please visit the following website:

[www.finance.upenn.edu/comptroller/payroll/receiving\_your\_pay.shtml](http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml)

Sincerely yours,

Supervisor’s Name,

Title

Signature

*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, 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 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.*

1. While the University’s’ options for receiving payments are designed to take advantage of the benefits of electronic methods, the ADP ALINE Card with courtesy checks option enables payees to write and cash checks for the entire amount due to them. This functionally is equivalent to a ‘check only’ process but has the added benefits of being able to the use the debit card, electronic bill payment, and/or write checks for different amounts. If you prefer the ALINE Card but require assistance in completing a written check). [↑](#footnote-ref-1)