**Student Employment Appointment Template Letter**

**Instructions for completing a General Offer Letter for a Student Employment Appointment.**

When complete, print this letter on letterhead. Attach a copy of the Administrative Policy: *Student Employment,* including *Appendix A:* Student Employment Work Rules, and the [“Required Proof of COVID-19 Vaccination or Exemption”](https://hr.umn.edu/sites/hr.umn.edu/files/2022-05/required_proof_of_covid-19_vaccination_or_exemption_addendum_12.1.21.pdf) addendum.

## Instructions for using this Template.

All fields contained within brackets [ ] are fields which require user modification. Click once on the word within the bracket and type your text. When a choice of paragraphs or sentences is given, **be sure to delete the paragraph or sentence not used**. If you choose not to use the template as written, be sure to include all elements in the “Required Elements” section in your letter.

[Click here and type recipient's preferred name]

Dear [Click here and type preferred name] , :

I am pleased to offer you a student employment position of () in at the University of Minnesota. This is a student employment position. General policy and procedure information about student employment appointments can be found online at: <https://policy.umn.edu/hr/studentemployment>.

[If applicable, add this section] The University recognizes that your preferred name is [Click here and type preferred name] , however for the purpose of taxes and other legal documents outlined at <https://z.umn.edu/LegalName> we are required to include your legal name, [Click here and type legal name] , in this document.

The terms of this offer are outlined below:

* This is a student appointment for the Academic Year. This appointment is continuing subject to satisfactory performance of your duties, and availability of work and departmental funding. You are responsible for maintaining eligibility for student employment and any other requirements for the position, as set forth in the position description for the position.
* Federal law requires that all employees be authorized to work in the United States. This employment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota. Regardless of your citizenship status, you must: 1) complete and submit Section 1 of the I-9 Form found at <http://www.newi9.com> on or before your first day of work for pay, 2) provide the required I-9 documentation described on the I-9 form to establish your identity and authorization to work on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements. **Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all of these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will not be allowed to start work, or remain in the workplace until you present the required documents.**
* Please review the “Required Proof of COVID-19 Vaccination or Exemption” addendum and be prepared to bring acceptable proof of vaccination or completed request for exemption on your first day of employment. [Make sure to include the [“Required Proof of COVID-19 Vaccination or Exemption”](https://hr.umn.edu/sites/hr.umn.edu/files/2022-05/required_proof_of_covid-19_vaccination_or_exemption_addendum_12.1.21.pdf) addendum to the offer package.]
* (Include when required by the Administrative Policy Background Checks and Verifications:) This offer is contingent on the successful completion of a background check. You will receive an email from the University’s background check vendor, HireRight, that will include the link to enter your personal information and authorization for the check. Please enter your information as soon as possible after receiving the link from HireRight Customer Support.
* The mutually agreed upon start date for your position is Please report to .
* Your hourly pay rate is . You will be paid bi-weekly (every other Wednesday). You may expect your first paycheck on .
* As a student employee, you are exempt from paying FICA (Social Security, Medicare etc.) during periods of enrollment. If you continue in your position during the winter break and over the summer, and are not enrolled in classes, FICA charges will be deducted from your bi-weekly paycheck.

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Please sign and date this letter indicating that you have read and fully understand the provisions of your employment as explained above. We look forward to working with you!

Sincerely,

Enc: General Policy and Procedure Information for Student Employment

Required Proof of COVID-19 Vaccination or Exemption

cc:

I accept the position of in and the terms and conditions of employment described in this letter.

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| --- | --- | --- | --- |
|  | |  |  |
| Student Employee Signature | | Date |
|  |  | | |
|  |
| Student ID Number |

This document contains important information about your employment. Check the box at left to receive this information in this language.

Table

Description automatically generated