**Sample appointment letter for temporary (A-5) personnel**

**Revised 9/9/2016**

NOTE: The hiring officer may add additional comments to help personalize the letter.

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

This is to confirm that you have been hired as a temporary worker in the (Name of Department). Your hourly rate is $\_\_\_\_\_\_\_\_\_. The work schedule for this position is 29 hours or less, per week. Temporary 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. You are required to complete a Penn employment application and provide references and records that speak to your prior work experience.

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. 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 [Hiring officer: Insert appropriate School/Center here.] from the dropdown box. On your first day of work, you’ll need to bring in documentation to complete the I-9 process. For your information, I have enclosed a list of acceptable documents for this purpose.

Provide your Social Security Card - You are required to present your Social Security-Card on your first day of work so that your Social Security Number can be verified for payroll purposes. 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. See www.ssa/gov/ssnumber for additional information. The Social Security Administration office closest to the University is located at 2 PENN CTR, STE 2000B,1500 BLVD, PHILADELPHIA, PA 19102. For a list of other Social Security Administration offices, visit the Social Security Administration website at https://www.ssa.gov/pubs/EN-05-10096.pdf. If you do not have a social security number, you will need to provide your passport number and country code to your Business Administrator.

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)

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

Below are some additional things you should know as you begin employment at Penn:

* 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.
* If you are interested in securing regular employment at Penn, I encourage you to view our online employment site at www.hr.upenn.edu/jobs/. If you are interested in a regular clerical position, you should also contact Unique Advantage Partnership at (215) 222- 2246.Apple One at (215) 252-9023. Unique Advantage Apple One assists the University in recruiting candidates for regular office support positions.

If you have any questions about your temporary work assignment, please do not hesitate to contact me.

We hope that you find your experience at Penn in the (School/Center/Department) both rewarding and pleasant. We are happy that you have decided to join our staff.

**Sincerely yours,**

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).

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. 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.