

January 21, 2023

Name

Email – sent via email

Dear Name, Student ID ID Number:

I am pleased to offer you a student employment position of Position (UMN Job Student Technology Services Code #) in the Department of the College of Design, 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 Spring 2022 Academic Year Term. 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.
- The mutually agreed upon start date is Start Date with an anticipated end date of End Date.
- Your hourly pay rate is \$Pay Rate. You will be paid bi-weekly (every other Wednesday).
- **In this position, you are required to submit electronic timesheets via the My Time portal at: myu.umn.edu.** Training for My Time reporting is available online at: <http://z.umn.edu/reportingtime>.
- If you have work-study for the 2023-2024 academic year, please complete the Work-Study Release form and return it to Sierra Eastman, CDes Payroll Specialist, at eastm129@umn.edu
- 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.
- If you are an F-1 student:
 - o On-campus employment is limited to a total of 20 hours per week while school is in session and up to full-time during semester breaks and the summer vacation period.
 - o If you're holding employment in more than one department at the University please inform me as your supervisor of the other position(s).

- o Students are in violation of their F-1 status if they work more than 20 hours a week while school is in session.
- 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.** *To complete Step 1, please see the attached instructions. To complete Steps 2 and 3, please work with me to make an appointment with Sierra Eastman, Payroll Manager, on or before your start date. Sierra may be reached at eatm129@umn.edu.* **Your I-9 Is compliant verified. No further action is needed.**
- (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.

Sincerely,

Manager Name
Manager Position
College of Design

Enc: General Policy and Procedure Information for Student Employment
Work-Study Release Form

cc: Sierra Eastman, Payroll Specialist
CDes Personnel File

To accept this position, please sign and date this letter and return a copy to me and Austin Voigt, HR Generalist, at voigt271@umn.edu as soon as possible.

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

Student Employee Signature

Date

Student ID Number

IMPORTANT REMINDERS!

Please visit <http://myu.umn.edu> (Key Links/Employee Center) to complete the following self-service actions:

- Set-up direct deposit
- Complete W4
- Edit personal information (address, phone, emergency contact)
- View your online pay statements

COLLEGE OF DESIGN UNIVERSITY OF MINNESOTA

ONLINE I-9 FORM AND DOCUMENT VERIFICATION PROCESS

As stated in the letter offering you an appointment as an employee of the University of Minnesota, federal law requires that all employees be authorized to work in the United States. The appointment 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.**

When visiting the I-9 website to complete Section 1, you will be asked to enter the following information:

Employer Code: **13636**

Start date: See Appointment Letter

Location: College of Design

This link <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents> provide lists of documents that are acceptable to complete your Form I-9. Foreign students

Spanish/Español	Este documento contiene información importante sobre su empleo. Marque la casilla a la izquierda para recibir esta información en este idioma.
Hmong/Hmoob	Daim ntawv no muaj cov xov tseem ceeb hais txog thaum koj ua hauj lwj. Khij lub npauv ntawm sab laug yog koj xav tau cov xov tseem ceeb no txhais ua lus Hmoob.
Vietnamese/Việt ngữ	Tài liệu này chứa thông tin quan trọng về việc làm của quý vị. Đánh dấu vào ô bên trái để nhận thông tin này bằng Việt ngữ.
Simp. Chinese/简体中文	本文件包含与您的雇用相关的重要信息。勾选左边的方框将接收以这种语言提供的信息。
Russian/русский	Данный документ содержит важную информацию о вашем трудоустройстве. Отметьте галочкой квадрат слева для получения этой информации на данном языке.
Somali/Soomaali	Dukumentigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan shaqadaada. Calaamadi sanduqaan haddii aad rabto inaad macluumaadkan ku hesho luqaddan.
Laotian/ລາວ	ເອກະສານນີ້ມີຂໍ້ມູນທີ່ສໍາຄັນກ່ຽວກັບການຈ້າງງານຂອງທ່ານ. ກວດເບິ່ງກ່ອງທີ່ຢູ່ເບື້ອງຊ້າຍເພື່ອຮັບຂໍ້ມູນນີ້ໃນພາສາລາວ.
Korean/한국어	이 문서에는 귀하의 고용 형태에 관련된 중요한 정보가 담겨있습니다. 이 언어로 이 정보를 받기를 원하시면 왼쪽 상자에 체크하여 주세요.
Tagalog/Tagalog	Ang dokumentong ito ay nagtataglay ng mahalagang impormasyon tungkol sa iyong pagtatrabaho. Lagyan ng tsek ang kahon sa kaliwa upang matanggap ang impormasyong ito sa wikang ito.
Oromo/Oromoo	Waraqaan kun waa'ee hojii keetii odeeffannoo barbaachisoo ta'an qabatee jira. Saanduqaa bitaatti argamu kana irratti mallattoo gochi yoo afaan kanaan barreeffama argachuu barbaadde.
Amharic/አማርኛ	ይህ ሰነድ አቀጣጠሩን በሚመለከት አስፈላጊ መረጃ ያሳያል፡፡ ይህንን ሰነድ በስተግራ በኩል ባለው ቋንቋ ተተርጉሞ እንዲሰጥዎት ከፈለጉ በዛው በስተግራ በኩል ባለው ሰጥን ውስጥ ምልክት ያድርጉ፡፡
Karen / ကရင်	လၢ်တီၢ်လၢ်စီတၢ်ခါးလၢ်တီၢ်တၢ်တၢ်ကရီၤအကၢ်ခိၣ်လၢအတၢ်ယးဒီးန့ၣ်တၢ်မံတၢ်မၤန့ၣ်လၢ. တၢ်ခိၣ်တၢ်တၢ်လၢအတၢ်တၢ်လၢတၢ်ကၢ်ဒီးန့ၣ်တၢ်တၢ်ကရီၤလၢကရီၤတၢ်ခါးလၢအကၢ်တၢ်ကရီၤ.
Arabic/العربية	يحتوي هذا المستند على معلومات مهمة حول عملك. ضع علامة في المربع على اليمين للحصول على هذه المعلومات في هذه اللغة.