Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to inform you that you have been selected for a position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be responsible for working up to \_\_\_\_\_ hours per week from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_. You will be paid \_\_\_\_\_, under the supervision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to confirm your assignment and to begin to plan your schedule.

**Paperwork:**

* If you have **already worked on campus** in a job other than Sodexo, you do not need to supply additional documents unless you receive an email explaining what you need to provide.
* If you have **not yet worked on campus**, you are a new hire. All **new** hires must submit important documents **before starting to work** to the *Office of Student Employment*. Please review the onboarding section of the [Student Employment website](https://www.clarku.edu/offices/student-employment/find-a-job/bring-your-ids-to-clark/).The steps are:
	+ **Onboarding Paperwork:** You will receive your onboarding packet via email from clarku@interviewexchange.com with the subject line “Your Onboarding Process at – Clark University [New Hire US Student]. Please complete all necessary paperwork in the Interview Exchange platform.
	+ **Identity Verification:** You must complete identity verification in-person with the Office of Student Employment before you can begin work. Please bring *original and unexpired* versions of acceptable identity documents, per [USCIS Form I-9.](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) Only 1 List A item OR 1 List B item AND 1 List C item are acceptable. Photocopies are not acceptable.

**International Students:** If you are an international student and do not have a Social Security number (SSN), please review pages 10-11 of the [Student Employment Handbook](https://www.clarku.edu/offices/student-employment/)for important process information for applying for a Social Security number. Note that you can work and be paid as long as you have supplied your onboarding documents, completed in-person identity verification, and applied for a Social Security Number.

**Sprintax:** You will be receiving an email with instructions and credentials to log into Sprintax so that you can provide your immigration information to Payroll. This allows them to determine if you are eligible for treaty benefits, i.e., exempt from tax withholding.

**Timesheets:** If you are an hourly employee, electronic timesheets will be added to your CU Web account once you are onboarded and approved to work. If you don’t see a timesheet in the CU Web portal, ask your supervisor if you are approved to work yet. If your timesheet is missing, you probably are not approved to work. Timesheets are to be submitted by you and approved by your supervisor every two weeks. [These timesheet entry instructions](https://www.clarku.edu/offices/student-employment/find-a-job/submit-your-timesheet/) will explain how to use the online system. We highly recommend you set your own reminder or add ours to [your google calendar](https://calendar.google.com/calendar/event?action=TEMPLATE&tmeid=M2ZtY3VjbjR1ajNzZ29xcG9iYWhzMTRoYm5fMjAyMzA3MDkgMGMxMDdkZTUxMjgxYjRmMWIzNmYyMjJlYjJmZDI1MzE1NGU0YjJlZTY2MzAwNGExZjRlNjg1MTM1MjdmY2ZjOUBn&tmsrc=0c107de51281b4f1b36f222eb2fd253154e4b2ee663004a1f4e68513527fcfc9%40group.calendar.google.com&scp=ALL)!

**Please note:** Students are expected read the [Student Employment Handbook](https://www.clarku.edu/offices/student-employment/), and to manage their employment circumstances themselves, be it working multiple positions on campus, working on-campus and off-campus at the same time, and/or any restrictions connected to visa, CPT, OPT, or any other status.

Congratulations on your on-campus job and best wishes!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Student Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position and contact information Date of Student Signature