

**COPY THIS INFORMATION ONTO YOUR DEPARTMENT LETTERHEAD**

**Date**

**Name**

**Street Address**

**City, State, Zip**

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

I am very pleased to offer you the position of Student Assistant **X**, in the **DEPARTMENT/UNIT** at the University of Colorado at Boulder. Your beginning rate of pay is \$**xx.xx** per hour. *[If there are other specific job conditions like number of hours per week or specific shifts, you may list those here.]* This offer is contingent upon the successful completion of a background check (checked below):

- Criminal
- Financial
- Motor vehicle history background check
- No background check required.

Upon successful completion of the background check, if required, we will negotiate a start date.

You will be paid via direct deposit on a bi-weekly basis based on the hours you have worked in the prior two week period. You will be able to view your pay stub on myCUinfo at <http://mycuinfo.colorado.edu>.

As a student employee, you are eligible for jury duty pay but you are not eligible for/entitled to fringe benefits such as retirement, vacation, sick leave, unemployment and/or paid holidays.

University of Colorado student employees may be subject to enrollment in the University Student Retirement Plan. If you do not meet the conditions of exemption from participation in a retirement plan, Colorado statute HS 93-1328 provides a student employee retirement plan as an alternative to contributing towards social security benefits. You will be required to sign the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form found on the Human Resources website at <http://www.colorado.edu/humres/forms/index.html?a=3>.

If you have any questions or need additional information about the position or the terms of this offer, please don't hesitate to contact me. You may contact **me/name** at 303-492-XXXX.

Please sign and date below, and return this letter to **me/name** upon your first day of employment. Upon final hire, you will need to bring with you the following documents, **copies will not be accepted**, to appoint you into our payroll system:

- Original Social Security Card
- Voided Check for Direct Deposit
- Please see <http://www.uscis.gov/files/form/i-9.pdf> (page 5) for a list of acceptable documents you may bring with you to complete the I-9, Employment Eligibility Verification form.

I am very excited for you to join our team and I look forward to hearing from you!

Sincerely,

**Name**

**Title**

I accept the terms of this job offer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date