

COPY THIS INFORMATION ONTO YOUR DEPARTMENT LETTERHEAD

Date

Name

Address

City, State, Zip

Dear _____:

I am very pleased to offer you the position of Student Assistant **XX**, in the **Unit/ Department** at the University of Colorado at Boulder. Your beginning rate of pay is \$**xx.xx** per hour. 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. *Please note that all employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Your signature on this letter represents your agreement to comply with this self-disclosure requirement.*

You must set up direct deposit and complete W4 information within 3-5 business days after you are entered into the payroll system. 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 setup direct deposit, change your W4 information and view your pay stub on MyCUinfo at mycuinfo.colorado.edu.

University of Colorado student employees may be subject to enrollment in the University Student Retirement Plan (<https://www.cu.edu/employee-services/benefits/student-employee-retirement>). If you do not meet the conditions of exemption from participation in a retirement plan, Colorado statute C.R.S. 24-54.6 (H.B. 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/hr/forms-tools#S>.

On or before the third day of employment you will need to complete the I-9, Employment Eligibility Verification form via HireRight or with a satellite office on-campus. For a list of acceptable documents you must bring please see <http://www.colorado.edu/hr/sites/default/files/attached-files/i-9-acceptable-documents.pdf>. **Please note: you must provide original documents. Copies will not be accepted** to complete the I-9, Employment Eligibility Verification form.

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.

State law specifically requires that you be an employee-at-will in your position. Your employment is subject to termination by either party at any time during your employment.

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/name** at 303-492-xxxx.

Please sign and date below, and return this letter to **me/name** upon your first day of employment. 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