

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Worker Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Worker Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Worker E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Offer Letter confirms that you have been hired as a Student Worker at Penn Law. Student Workers may work a maximum of 20 hours when classes are in session and 40 hours when classes are not in session. Please note that student workers are not eligible for Penn benefits, except to the extent required by applicable law, and that you are not under any employment contract and your temporary status can be terminated at any time without notice.

To begin the onboarding process, please contact the Business Affairs Office either in person (Dean’s Suite, Golkin-101) or call Heather Twaddell at 215-573-5065 or Anna Reed at 215-573-9595. They will require that you provide to them this signed offer letter. If you have not worked for Penn before, you will also be required to provide your social security number, date of birth, and email address. Because of security concerns, this information should not be transmitted electronically or via voicemail. If you have worked for Penn before, you can simply email this offer letter to them at [businesshelp@law.upenn.edu](mailto:businesshelp@law.upenn.edu). *Please note, you will have to sign up for direct deposit through your Workday portal.*

Hourly rate of pay will be $\_\_\_\_\_\_\_\_\_.

First day of work will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Last day of work will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject to change).

Faculty member account to be charged will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hiring Manager 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. I 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.\**

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[Staff Member’s Signature] PennID Number 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.*