Month day, Year

**[Quarter][YY] [Position Name] offer from the College of Engineering [unit name] to [Student Name]**

*Please read this offer in its entirety. If you have any questions or concerns, please address them before accepting this letter.*

Please reply with an **"I ACCEPT,"** or **"I DECLINE”** as soon as possible **confirm your work location** if outside of Washington state.

*If no such decision is received,**you will be presumed to have declined the offer and it will be invalidated.*

Dear [Student Name],

On behalf of the College of Engineering [UNIT NAME] I am pleased to offer you an hourly position at the University of Washington from MM/DD/YYYY-MM/DD/YYYY as a [position name]. It is expected that you will work from {x-x} hours per week during the term of this appointment.

**Compensation**

As a student of {unit name} this position will pay ${pay rate}.

**Expectations/Required Duties**

In general, the duties for this appointment include [LIST DUITES PERFRORMED REALTED TO THE ABOVE POSITION].

This appointment is dependent upon satisfactory performance of your duties. It is also expected that you attend any orientations and/or training sessions required for your position. You will be paid at your hourly rate for time spent in such required orientation or training sessions.

**Conditions of Employment**

All aspects of this offer are contingent upon your legal eligibility to work in the United States. To verify your eligibility to work, you must have a valid Social Security Number (SSN). International students who do not have a valid SSN must secure one before they will be authorized to work. For more information on how to secure an SSN, please contact the International Student Services office and refer to the instructions on their website: <https://iss.washington.edu/employment/ssn/>. Prior to starting work, you must complete all‐preemployment declarations (i.e., sexual misconduct declaration, background check).

In accordance with UW Employment and Administrative Policies, Chapter 104, a student must be enrolled at the University of Washington and meet the following minimum enrollment requirements (not including correspondence credits) to hold a position in a student job profile. The exception is if you are granted “on leave” status:

|  |  |  |
| --- | --- | --- |
| If holding this position will require you to register for additional credits, please consider the potential tuition costs prior to accepting this letter. This position does not offer any form of tuition coverage. | | |
| **Student Level** | **Minimum Credits Needed** (not including correspondence credits) | **On Leave Status** |
| Undergraduates | 6 Credits | One quarter immediately following a quarter in which the student was enrolled for at least 6 academic credits, including summer quarter. |
| Graduate and Professional Students | 4 Credits | When the student has applied for and been granted such status by the Dean of the Graduate School. |
| Ph.D. Candidates Working on Dissertations | 2 Credits | When the student has applied for and been granted such status by the Dean of the Graduate School. |

**Time Reporting (Timesheets) and Payment**

This is an hourly position and as such you will be **required to complete and submit timesheets** **each pay period*.*** A guide to timesheet submission can be found at[HERE](https://isc.uw.edu/wp-content/uploads/2017/06/Enter-Time-Quick-Guide.pdf)

|  |  |  |
| --- | --- | --- |
| **Pay Period** | **Timesheet Due Date** | **Pay Day** |
| 1st – 15th | 16th | 25th of the month |
| 16th – 31st | 1st of the following month | 10th of the following month |

It is your responsibility to keep track of your hours to submit your timesheets on time. Timesheets will not be processed for payment until they have been approved by your supervisor.

Please contact Didi Yang at [dy277@uw.edu](mailto:dy277@uw.edu) if you experience any problems with completing or submitting your timesheet.

**Coverage(s)**

Not Applicable – At this time, this position does not provide tuition, insurance, or benefit coverages. However, as a UW student you may be eligible for the UW Accident and Sickness Insurance Plan. Please see <https://hr.uw.edu/labor/wp-content/uploads/sites/8/2016/07/ins_offletaddndm_nongaip.pdf> for more information.

**Sick Time Off**

Information regarding sick leave and sick time off for student employees can be found. <http://hr.uw.edu/ops/leaves/paid-sick-time-off/>

**Hiring Unit Contact**

[UNIT NAME] will serve as hour hiring unit contact. Your personnel file will be located in [UNIT ADDRESS], as well as Workday. You will have access to your employee information by logging into the Workday system or contacting Didi Yang at [dy277@uw.edu](mailto:dy277@uw.edu).

**Required Training**

As part of onboarding, you are required to take several trainings withing thirty-one (31) days from the start of your employment. The trainings are Husky Prevention & Response (Title IX) – both the student and employee versions; Violence prevention & response (through SafeCampus); Reporting suspected child abuse; Asbestos awareness, and Hazing Prevention Training (see UWHR for guidelines). Information and links to the training are available on the [UWHR required employee training webpage.](https://hr.uw.edu/talent/onboarding/required-employee-training/)

**Disability Accommodation**

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty), or [dso@uw.edu](mailto:dso@uw.edu).

Sincerely,

[Supervisor’s Name]

[Supervisor’s Title]

[Department]

Cc: Aileen Trilles, Senior Director of Human Resources

Didi Yang, Budget/Fiscal Analyst

Personnel Record