*Academic Non Faculty Campus*

*(Date)*

*(First Name, Last Name)*

*(Email)*

Dear (INSERT CANDIDATE NAME),

On behalf of the University of Utah (department name), we would like to offer you the (job title) position (PRNXXXXXX) within our organization. Below you will find important information regarding your position and the next steps. Onboarding is **time sensitive**; to ensure that you begin work as anticipated, complete onboarding tasks as soon as possible.

Your offer of employment is summarized as follows:

**Anticipated Appointment Date:** Month, Day, Year **Depending on the background check, drug screening, and I-9**

**Employee Number (uNID):** uXXXXXXX

**Supervisor:** Name

**Compensation:** **Exempt:** We offer you a semi-monthly salary of $X,XXX.XX, which is equal to an annual salary of $XX,XXX.XX at a XX FTE. **Non-exempt:** We offer you an hourly salary of $XX.XX at a XX FTE/XX hours.

*Optional Language (for instances when the initial compensation was set lower than market): After successful completion of six months of employment in this role, based upon performance you may be eligible for a salary increase of up to 5%. To be eligible, you will set milestones with your direct supervisor in the first sixty days of employment. A review of your achievement of those milestones will be conducted prior to the six month mark. The increase will be subject to final approval by the department.*

**Pay Dates:** Pay dates are the 7th and the 22nd (24 times a year). Pay periods run from the 1st through the 15th and from the 16th through the end of the month.

**Benefited Staff – Please included below statement. Remove statement if non-benefited**

**Benefits:** The University of Utah provides a variety of employee benefits, including health care coverage, retirement plans, and paid leave time. Current benefit information is available on our [UHRM Benefits](UHRM%20Benefits) website (<https://benefits.utah.edu/>) page and will be explained during new employee orientation.  You may choose your benefits on or after your hire date through [UBenefits](https://go.utah.edu/cas/login?TARGET=https%3A%2F%2Fhr.apps.utah.edu%2Fubenefits-services%2Fsecurity%2Flogin%3Fapp%3Dhttps%253A%252F%252Fhr.apps.utah.edu%252Fubenefits%252F); **you have 30 days from your date of hire to enroll in benefits**, which will be made effective retroactively to your date of hire.

**Job Description:**

ACKNOWLEDGMENTS

* I accept this offer of employment and understand that my employment is "at will". I understand that my employment is for an indefinite period of time and that I or the University may terminate my employment, with or without cause or notice, at any time.
* I acknowledge that per [policy 6-309](https://regulations.utah.edu/academics/6-309.php) this appointment will end automatically each year on June 30, unless another end date is specified when this appointment is initiated. Appointments have the possibility to be renewed each year contingent on department review, satisfactory performance, and availability of funding.
* I understand that I am required to establish my identity and eligibility to work in the United States by completing an [I-9](https://www.uscis.gov/i-9) ([www.uscis.gov/i-9](http://www.uscis.gov/i-9)) on or before my start date. I must also present the required documents to the hiring official within three business days of my start date. Failure to meet this requirement will result in my release from employment.
* I understand that I am required to sign the Employee Intellectual Property Assignment Agreement: (<https://www.hr.utah.edu/forms/hr_forms.php?Form_Group=1>)and the Confidentiality and Information Security Agreement (Campus Employees): (https://www.hr.utah.edu/forms/hr\_forms.php?Form\_Group=2).

**Benefited Staff – Please included below acknowledgements**

* I understand that I am required to complete the online [New Employee Orientation](https://www.hr.utah.edu/training/orientation.php) within **two-weeks** after my start date and acknowledge that I have **30 days** from my start date to enroll in benefits.
* For the majority of employees, the University contributes an amount equal to **14.2%** of pay to a 401(a) Retirement Plan. If you previously worked for the University and were enrolled in a Utah Retirement Systems (URS) retirement plan, Utah law requires that you be re-enrolled in the same URS plan upon rehire. If you were enrolled in a URS plan with another employer and wish to be enrolled during your University employment, you must complete the Irrevocable Election (online at <https://benefits.utah.edu/retirement-plan-election/>) before your first paycheck. Certain individuals are not eligible for retirement benefits: employees serving as an exchange employee from outside the State of Utah (such as J-1 exchange visitors) and educational trainees and individuals whose employment is incidental to their educational program (such as F-1 students, including those with OPT and OPT STEM authorization).

**Non-Benefited Staff – Please include below acknowledgements**

* I understand that I am required to complete the online [New Employee Orientation](https://www.hr.utah.edu/training/orientation.php) as soon as possible after my start date.
* I acknowledge that this position is not a benefit-eligible position. If I later transfer to a benefit-eligible position and if I am a participant in a Utah Retirement Systems (URS) retirement plan, I may choose to make a one-time irrevocable election to continue with URS in my new position with the University. To make that election, I must contact Human Resources before my start date in the new benefit-eligible position. I understand my salary will be adjusted appropriately to make this decision budget-neutral to my department.
* I acknowledge that if I am currently receiving retirement benefits through URS, employment with the University will be subject to URS’ post-retirement employment rules. (If you have questions regarding the URS rules, please contact URS at (801) 366-7770 or (800) 695-4877.)

NEXT STEPS - ONBOARDING:

1. Please check your email for a message from [Employment@noreply.utah.edu](mailto:Employment@noreply.utah.edu) with the subject line, “Conditional Offer – Action Required.” This email contains important next steps to complete in your applicant portal. If you do not see the email, check your spam/junk folder. For additional details, please see the instructions on how to provide your personal information: <https://www.hr.utah.edu/serviceTeams/pdf/Instructions_for_Submitting_your_Personal_Information.pdf>
2. Initiate your background check - You will receive an email from Certiphi asking you to submit your personal information. **You may not begin work without a cleared background check; please begin this process as soon as possible.** If you do not see an email from Certiphi in your inbox, pleasecheck your spam/junk folders.
3. Register for your drug screening – After submitting your information to Certiphi, you will receive an email regarding your drug test (it may take a couple hours). The email will be from ‘SchedulingOHS@verticalscreen.com.’ Your drug screening must be completed within 48 hours.
4. Complete your I9 form – This is done in person either on or before your first day. Please provide us with a few time options for you to come in and complete this form. Remember to bring your ID documents to this meeting – [click here for a list of acceptable documents](http://tinyurl.com/z74engp) **Your I-9 must be completed on or before your hire date.**
5. Complete New Employee Orientation (NEO) within **two-weeks** of your start date: <https://utah.bridgeapp.com/>. Failure to complete NEO by this deadline could delay the onboarding process.
6. Complete the Intellectual Property Assignment Agreement [here](https://www.hr.utah.edu/forms/hr_forms.php?Form_Group=1): (Benefited)
7. Complete the Confidentiality and Information Security Agreement [here](https://www.hr.utah.edu/forms/hr_forms.php?Form_Group=2): (Campus Employees)

**Paragraph for New Hire:**

This offer is contingent upon the satisfactory completion of pre-hire checks, which may include the background check, the drug screening, and reference checks.

**Paragraph for Transfer/Concurrent Hire:**

This offer is contingent on satisfactory completion of pre-hire checks, which may include the background check, the drug screening, and reference checks. As a current employee with the University, background check/drug screenings, I-9, Intellectual Property Assignment Agreement, and Confidentiality and Information Security Agreement will not be needed if previously completed, on file, and meets the current screening standards.

Congratulations on your new position!

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Employee Signature / Date Hiring Manager Signature / Date