*Benefited 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, subject to the acknowledgments below:

**Anticipated Start 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.

**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 [UHR Benefits](https://www.hr.utah.edu/benefits/) ([www.hr.utah.edu/benefits](http://www.hr.utah.edu/benefits)) 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 90 days from your date of hire to elect benefits, which will be made retroactively effective to your date of hire.

**Job Description:**

ACKNOWLEDGMENTS

**Paragraph for New Hire:**

* I accept this offer of employment and understand that my employment is probationary for at least six months and potentially up to nine months. Throughout probation, my employment is "at will" and I understand that I or the University may terminate my employment, with or without cause or notice, at any time.

**Paragraph for Transfer/Concurrent Hire:**

* I accept this offer of employment and understand there will be no standard six-month probationary period, per the University of Utah HR guidelines. If there are any issues during any point of my employment, these will be documented and corrected as needed, subject to review and approval by University Human Resource Management.

* 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 complete the online [New Employee Orientation](https://www.hr.utah.edu/training/orientation.php) as soon as possible after my start date and acknowledge that I have 90 days from my start date to enroll in benefits.
* I understand that I am required to sign the [Employee Intellectual Property Assignment Agreement](https://forms.hrit.utah.edu/ip) and the [Confidentiality and Information Security Agreement (Campus Employees)](https://forms.hrit.utah.edu/ip). ([www.hr.utah.edu/forms/hr\_forms](http://www.hr.utah.edu/forms/hr_forms))
* 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.  Only employees who are residents of the United States and those holding H-1B Visas are eligible for retirement benefits.

NEXT STEPS - ONBOARDING:

1. 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.
2. 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.
3. 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.**
4. Complete the New Hire Personal Information Form and return to (Hiring Manager).
5. Complete the Intellectual Property Assignment Agreement [here](https://www.hr.utah.edu/forms/hr_forms.php?Form_Group=1): (Benefited)
6. 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 also 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 also 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