

To: FirstName LastName

I am pleased to confirm your student work assignment as the **Position Title**, beginning on *11/06/2019*. Your supervisor will communicate to you the specific hours you will be expected to work and the location where the work will be performed. Continued employment will depend upon satisfactory job performance and attendance, and the expectation that you remain in good standing with the university with regard to discipline or related issues.

Please allow 24 hours from the time you receive this email for the Job Details to show up on the Employee Details tab of [Wingspan](#) and a timesheet to be available for hourly students. (Salaried students do not complete timesheets.) Hourly students are responsible for entering all hours worked on the timesheet by the end of each pay period during the time it is available for time entry on Wingspan. Students who fail to follow procedures regarding timely and accurate work time entry may be deemed ineligible for employment. If a timesheet is not available for entry after 24 hours of receipt of this email, or if you have questions regarding time entry, please alert your supervisor immediately.

Position Number	712345 (Banner/Timesheet position number)
Level	Undergraduate or Graduate
Pos Type	Regular Hourly/Federal Work Study/Graduate Associate...
Pay	\$ 7.25
Pay Type	Hourly
Begin Dt	11/06/2019
End Dt	12/13/2019
Supervisor	SuperFN SuperLN (From Hiring Proposal) Digital Services Librarian (Reports To from Posting Template)
Department	Department Name (from Posting Template)
Description	Job Purpose from the Posting Template
Work Study GA Details	Approval notes made by the Graduate School or Financial Aid office on the Hiring Proposal, applicable only when the assignment is a GA or federal work study.

Regular student employees (not graduate assistants/associates) will be [limited](#) to 20 hours of work per week during the academic year. If a student has more than one work assignment, the combined limit is a total of 20 hours per week including work performed in all assignments.

More details about this assignment posting can be found on the [Applicant Portal](#) in the "Your Applications" section of the student hiring online system. On your first day of employment, if you have not already done so, you will need to complete the [Employment Eligibility Verification Form](#) (also known as the I-9) as required by federal law. Please read the form carefully and **bring the original documents outlined on page four of the form with you on your first day of work.**

If you have questions regarding your work assignment, please contact your department or supervisor.

Welcome!

Human Resources

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