**Hourly Wage Offer Letter Post- ACA**

**Letter to be retained by Hiring Department**

Dear [xxxx],

On behalf of the [Dept/Center] I am pleased to offer you an hourly wage position effective [first work day] under the supervision of [name]. You will be compensated at a rate of [$xxx] per hour, less applicable taxes. It is expected that your responsibilities in this position will require an average of [xx] hours of service per week. All hours worked should be approved in advance by your supervisor. It is your responsibility to submit your hours worked according to the Payroll Office biweekly pay schedule and procedures. Please consult the Payroll Office website for additional information regarding timesheet due dates and pay schedules. Continuation of this position is based upon your performance and the availability of funds. The hours and duration of this position are limited by the terms of the Lehigh University Wage/Temporary Employment Policy. In addition, this position is not expected to continue beyond [date of end of employment] and may be terminated sooner at the University’s discretion.

During the term of this position, you must advise and receive approval from your supervisor prior to participating in additional part-time work for compensation for any other department/unit of Lehigh University. [Include if position is less than 25 hours/week and a student other than a Gryphon:] If you wish to pursue other University appointments in addition to this wage position, please understand that your total work commitment will be capped at 20 hours per week during the fall and/or spring semesters unless you secure approval from [the Dean’s Office/Student Affairs] by using the [Graduate/Undergraduate] Student Work Limit Overload Petition Form.

This offer is contingent upon your providing documentation to the University that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. If you have not been employed by Lehigh University within the last six months, please bring with you on your first day of employment one document from Column A, or one document from Column B and one document from Column C (see I-9 form enclosed). Please also bring with you the enclosed W-4 and Residency Certification Forms. If, at any time, your responsibilities require you to perform work on a federal contract subject to Federal Acquisition Regulations (FAR), Lehigh University will verify your identity and employment eligibility information through the Department of Homeland Security E-Verify system. If you are an international student, please go to the Office of International Students and Scholars (OISS), located in Coxe Hall at 32 Sayre Drive, to complete the necessary work authorization documentation before your first day of work.

If you have any questions about this offer, please contact [name] at [phone]. If you accept the terms of this offer, please sign the enclosed copy of this letter, retain the original for your files, and return a copy to [name and address] no later than [date].

Sincerely,

[Name and Title]

By placing my signature below, I hereby accept the wage position on the terms described above and advise my

supervisor that my employment history with Lehigh University during the last twelve months is as follows:

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| --- | --- | --- | --- | --- |
| **Lehigh University Department/Center** | **Position Title** | **Start Date** | **End Date** | **Average Hrs per Week** |
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Name (please print)

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Signature Date