***Supervisor Offer Letter and Email Template***

Please use this as a guide to communicate to “New Hire” student employee’s next steps!

**EMAIL NOTE (ALTERNATIVE Letter below):**

Hello Student Name,

 I’m excited you are going to join our team!  Our system indicates that this will be your first on campus employment experience.   If this is the case, you will need to complete the *New Hire Paperwork Packet*found on the[**On Campus Student Employment**](https://www.butler.edu/internships-careers/students-graduates/on-campus-employment/)webpageat*:* <https://www.butler.edu/internships-careers/students-graduates/on-campus-employment/> The **New Hire** **DocuSign Student Powerform** link on this webpage has all four forms will need to do. Once you hit submit, they go directly to Butler’s Student Employment Office*.*

As a final step, you will need to meet in person with either **Maya Speed** (in the HR Office located in Jordan Hall Rm 184 C) or me to show original, unexpired form(s) of identification for the I-9 Federal Employment Verification process (copies, scans or photos of your forms of ID *cannot* be accepted).  The forms of ID students typically used are either a passport/passport card OR a combination of a driver’s license/Butler student ID card AND either a social security card or birth certificate. This will need to happen *before* your first day of work around \_\_(timeframe)\_\_.

Please direct additional questions about showing your IDs to Maya Speed, [MJSPEED@BUTLER.EDU](mailto:MJSPEED@BUTLER.EDU), 317.940.9452 or general student employment questions to Student Employment to Coordinator Lorraine Vavul at [LVAVUL@BUTLER.EDU](mailto:LVAVUL@BUTLER.EDU); 317.940.5627*.*

If this is not your first paid job on campus, please let me know and I'll work with HR to get to the bottom of the discrepancy.

I am really looking forward to working with you and getting to know you this semester.

***Signature***

**Letter Version:**

Hello \_\_\_

I look forward to working with you this year within the \_\_\_\_ Department! With this being your first job on campus, I wanted to send along a reminder that we will need your **New Hire Paperwork** to enter you into Butler's payroll system. Here is a link to those documents: <https://www.butler.edu/internships-careers/students-graduates/on-campus-employment/>. Look under the GETTING HIRED section. Lorraine Vavul, Butler's Student

At your *earliest* convenience, please read and complete the forms (HR Policy Acknowledgement, Federal W-4 Employee’s Withholding Certificate, WH-4 Indiana Employee’s Withholding Exemption and Section 1 of the IRS I-9 Employment Eligibility Verification form) on the **New Hire** **DocuSign Student Powerform**. Once completed these documents will be sent directly to Butler’s Student Employment Office. **There is one final *critical* step you must complete** – showing your approved **original** form(s) of ID (copies, scans or photos *cannot* be accepted) to either your supervisor or Maya Speed in the HR Department, Jordan Hall Rm 184C during regular business hours. Attached are the acceptable forms of ID for the I-9 form; students often use either a passport/passport card OR a combination of a driver’s license/Butler student ID card AND either a social security card or birth certificate. Student Employment Coordinator Lorraine Vavul and Maya Speed are copied on this message so feel free to reach out to either of them directly if you would like assistance in filling out the new hire forms or have additional questions. Maya is available for individual appointments when you’re ready to show your acceptable form(s) of ID.

Also, there is a wealth of information on the [On-Campus Student Employment](https://www.butler.edu/internships-careers/students-graduates/on-campus-employment/) webpage, including where to [find your timesheet](https://www.butler.edu/internships-careers/wp-content/uploads/sites/8/2022/01/ics-how-do-i-fill-out-my-timesheet.pdf) and how to sign up for “[Direct Deposit](https://www.butler.edu/campus-services/student-accounts/student-paychecks/)” (depositing your paycheck directly into your bank account) as well as guides to help fill out the forms.

It is critical that we have all of the New Hire documentation submitted *before* your first official day of employment. If you believe that this is an error (that you have in fact worked on campus in a paid position), please let me know.

Please do not hesitate to contact me with questions if any come to mind between now and when we meet for your orientation.

Sincerely,

**SIGNATURE**

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