

Supervisor Offer Letter Email Template

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

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 (*please see the attached packet*). At your earliest convenience, please print the packet, read and complete the forms, and bring the approved original forms of ID (*copies or photos cannot be accepted*) to **Alyssa Laskowski in the new Business Building – CaPS office, Suite 102** during regular business hours. Alyssa is copied on this message so feel free to reach out to her directly if you would like assistance in filling out the forms or have additional questions. She is also available for individual appointments.

Also, there is a wealth of information on the CaPS website, including guides to help fill out the forms: <https://www.butler.edu/career/students-alumni/on-campus-employment>. Below is a screen shot as an example of the resources available specifically to help with the new hire paperwork:

HOW DO I COMPLETE THE NEW HIRE PAPERWORK FORMS?

As a student employee, you are responsible for filling out:

- Butler University Human Resources Acknowledgement Policy Form
- Only the first page of the I-9 (**SKIP page 2** - this page is for your supervisor only). You will also need to present **2 original forms of identification documents**.
- W-4 Federal Tax Form
- WH-4 Indiana State Tax Form

Review the guides below for instructions on how to fill out each form:

- [How do I complete my W-4 Tax Form?](#)
- [How do I complete my I-9](#)
- [How do I complete my WH-4 State Tax Form?](#)
- [Tax Information for Students \(Indiana\)](#)

It is critical that we have all of the 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,