**TEMPORARY APPOINTMENT LETTER**

Date

Name

Address

Dear:

This is to confirm that you have been hired as a temporary worker in the (Name of Department). Your hourly rate is $\_\_\_\_\_ and you will be paid weekly; a timesheet will need to be submitted each week in order to be paid. This is a non-exempt position with no benefits. You cannot work more than 40 hours a week and you cannot exceed more than 999 hours in a fiscal year July-June.

You are not under any employment contract and your temporary status can be terminated at any time without notice. You are required to complete a Penn employment application and provide references and records that speak to your prior work experience.

Your Job Duties as a Temporary Worker include:

**Before your first day of work at Penn, you will need to do the following:**

1. **Provide verification of your identity and right to work in the United States**

We will need to obtain documentation that establishes your identity and right to work in the United States. To meet this requirement, employers must obtain a completed I-9 form for every employee. Before you begin working at Penn**,** [Design**]** from the dropdown box.

1. **Elect how you want to receive your pay from Penn**

The University of Pennsylvania offers two choices for receiving your pay: Direct Deposit or the ADP Aline Card. As a new employee, you’ll automatically receive an Aline Card, which works like a Visa® debit card.If you do not enroll in Direct Deposit, your pay will automatically be loaded onto the Aline Card every payday

Sincerely,

Employee Signature