



Your Department/College
/Division Name(s)
777 Glades Road
Boca Raton, FL 33431
tel: 561.297.????
fax: 561.297.????
????@fau.edu
www.fau.edu

(DATE)

(EMPLOYEE NAME)
(EMPLOYEE ADDRESS)

Dear (Mr./Ms. EMPLOYEE NAME):

(AMP POSITIONS) I am pleased to offer you an Acting appointment to the position of **(CLASS TITLE)**, in the **(DEPARTMENT NAME)** at Florida Atlantic University, **(CAMPUS LOCATION)**. This offer is contingent upon the successful completion of a background check and verification of education. The tentative start date of your appointment in this exempt position will be **(DATE)** at an annual salary of **(\$—)** which will be paid bi-weekly. A factor of 26.1 is used to annualize the biweekly salary. This position is classified as Administrative, Managerial and Professional (AMP).

(SP POSITIONS) I am pleased to offer you an Acting appointment to the position of **(CLASS TITLE)**, in the **(DEPARTMENT NAME)** at Florida Atlantic University, **(CAMPUS LOCATION)**. This offer is contingent upon the successful completion of a background check and verification of education. The tentative start date of your appointment in this non-exempt position will be **(DATE)** at a salary of **(HOURLY RATE)** per hour, which will be paid bi-weekly. This position is classified Support Personnel (SP).

Your Acting appointment will end on **(DATE)** or upon the selection of a regular appointee to this position. No further notice of cessation of employment is required. If your employment in this position with Florida Atlantic University continues beyond the stated end date it will be documented in your employee record. Continued employment will require satisfactory job performance and compliance with existing and future University and departmental regulations and policies.

EMPLOYMENT AUTHORIZATION REQUIREMENT:

This employment offer is contingent on meeting all work authorization requirements and regulations of the Immigration Reform and Control Act of 1986, and applicable immigration laws. Federal Law requires that all employees have authorization to work in the United States. If you require an employer-sponsored nonimmigrant work visa, you are required to obtain work authorization issued by U.S. Citizenship Immigration Services and the U.S. Department of State authorizing you to work specifically for Florida Atlantic University.

Foreign nationals that require sponsorship from Florida Atlantic University in order to obtain a nonimmigrant work visa, are hereby notified, that Florida Atlantic University cannot guarantee that U.S. Citizenship and Immigration Services and the U.S. Department of State will approve a nonimmigrant visa for the purpose of obtaining work authorization. Florida Atlantic University will follow all federal guidelines and procedures in order to petition for a nonimmigrant work visa. If your visa sponsorship requires a prevailing wage determination to be issued by the Department of Labor (such as with an H-1B nonimmigrant visa), FAU reserves the right to withdraw this employment offer or terminate employment if the FAU offered wage cannot be increased to meet the prevailing wage determination issued by the Department of Labor. Florida Atlantic University makes no claims or guarantees on the length of time it will take to file an employer-sponsored nonimmigrant work visa petition. Florida Atlantic University also reserves the right to withdraw or discontinue an employer-sponsored petition for nonimmigrant work visa at any time.

All employees must satisfy the requirements of the Immigration Reform and Control Act of 1986, which requires documents to prove the employee's identity and demonstrate that the employee is authorized to work in the U.S., and to complete an Employment Eligibility Verification form (Form I-9). Future employment status at Florida Atlantic University, for all employees, is contingent upon your eligibility to work under the provisions of Immigration Reform and Control Act of 1986, and all immigration laws and regulations.

ONBOARDING REQUIREMENT:

Prior to your first day of employment, you will need to complete the "onboarding process" in Workday, Florida Atlantic University's Human Capital Management (HCM) System. Please monitor your email for directions on the onboarding process.

The onboarding process includes but is not limited to: completion of Section I of the I-9, entering government ID's, contact and personal information, completion of federal withholdings, and the Direct Deposit Authorization form. Florida Atlantic University uses direct deposit as the method of salary payments for employees. The State of Florida requires that you sign a Loyalty Oath Form, State Policy on Public Records Form, and a Florida Retirement System Form. These forms will be made available to you electronically during the onboarding process (Human Resources will notarize your Loyalty Oath Form).

Federal law requires that all employees complete an electronic I-9 verifying their eligibility to work in the United States. Our Workforce Administration and Records Control Office will need to photocopy original documents in compliance with the Immigration and Naturalization Act. A list of acceptable documents for I-9 verification is available by visiting our website at (http://www.fau.edu/hr/files/I9_List_of_Acceptable_Documents.pdf). Please be prepared to present appropriate documentation on your first day of employment.

ORIENTATION REQUIREMENT:

You are scheduled to attend New Hire Orientation on (DATE). Report to the Department of Human Resources, 777 Glades Road, Instructional Services Building (IS-4) Room 114, Boca Raton, FL 33431 no later than 8:15 A.M. Directions to our Boca Raton Campus are available at (<http://www.fau.edu/explore/campuses.php>). During Orientation you will receive information about the University including on campus parking and how to apply for a parking permit.

For information regarding eligibility for employee benefits including health and retirement options, the enrollment process and the effective dates of coverage, please visit: http://www.fau.edu/hr/benefits/Benefits_and_Retirement_orientation_video.mp4. Your enrollment in the benefits programs for which you are eligible must be completed within your first sixty (60) days of employment or you will be required to wait until the next open enrollment period.

Welcome to Florida Atlantic University. I am very excited about the prospect of you joining our team. Please signify acceptance of this offer by signing and returning this letter to me.

Sincerely,

**(HIRING AUTHORITY)
(TITLE)**

I accept the position of (TITLE), effective (DATE).

(EMPLOYEE NAME) Date