



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

(DATE)

(EMPLOYEE NAME)
(EMPLOYEE ADDRESS)

Dear (Mr./Ms. EMPLOYEE NAME):

(AMP POSITIONS) I am pleased to offer you a Provisional 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 **(\$—)**, to 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 a Provisional 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)**, to be paid bi-weekly. This position is classified as Support Personnel (SP).

As a Provisional appointee, your continued employment is dependent upon completion of the required **(CERTIFICATION/LICENSURE/TRAINING, ETC.)** to perform this job by **(INSERT DATE)**. Upon completion of your provisional requirements, you will be asked to sign a regular appointment offer letter and the specifics of your position 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.

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.

You will receive an email from Employee Relations containing a link with the Human Resources General Orientation on-line through Canvas during your first week.

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 |
|-----------------|------|