

[Date]

Candidate Name
Candidate Address
Candidate Address
EMPL ID

Dear Student,

On behalf of the [Division/Academic Department], I am pleased to offer you a position as a [student assistant] for the department of [department name]. Your direct supervisor, [name], will provide details on your work schedule, where to report, and expectations of your job.

Please note that you need to sign and date this offer letter for processing of your hire to begin. See the bottom of page 2.

- **Start date:** Your student job begins on [Month, Day, Year] and ends [Month, Day, Year]. However, the University reserves the right to terminate this appointment at its sole discretion at any time with or without cause.
- **For international student employees:** USC's Foreign National Tax Information Form must be completed by all international student employees, to determine your U.S. residency status and whether you are exempted from payroll and other related taxes. The form is available in fill/save PDF format. Submit your completed form to your Student Hire Representative.
- **Important information about your pay:** You will be paid on a lag. A pay lag means that earnings for the first half of the month will be paid at the end of the month – and earnings for the second half of the month will be paid the following month on the 15th day. For example, if you were to start work on August 16, you would receive your first paycheck on September 15. All University employees are paid twice a month: on the 15th day and the last day of each month.

[Keep this paragraph if paid hourly, and delete "Salaried" paragraph below] **Hourly:** You will be paid an hourly rate for the work you perform and thus considered non-exempt under the Fair Labor Standards Act. Your hourly rate will be [rate]. In order to be paid on time, you must complete your weekly timesheet in the Time & Absence system by the timesheet deadlines.

[Keep this paragraph if salaried, and delete "Hourly" paragraph above] **Salaried:** You will be paid a flat salary amount for the work you perform and thus considered exempt under the Fair Labor Standards Act. Your salary will be [salary]. Weekly timesheets are not required for salaried positions.

[OPTIONAL – delete this paragraph if it does not apply] **Specific details about your responsibilities, evaluation, and terms of employment are attached. By signing below, you are agreeing to these terms.**

■ **Getting set up in the HR/Payroll system:** Once you are rehired into USC's HR/Payroll system, you should expect an email soon from PeopleSoft – with the subject of Welcome to the HR/Payroll System. Please verify that your direct deposit is accurate to ensure timely payment.

■ **For more information:** Please visit the [student employment website](#).

Best wishes for an outstanding student employee experience!

Sincerely,

Name

Title

Student Signature

Date

You must sign, date, and send in this offer letter for processing of your hire to begin.

Here are three options:

- Email the signed/dated letter to [\[email address\]](#)
If you send a scan or photo of the signed letter, make sure the image is clear and captures the entire document
- If you have the Adobe Fill & Sign app on your phone, you can use that as well
- Print and sign, then send or deliver the signed copy to [\[Name, office, complete street address with floor, office number, zip code\]](#)