



School of Engineering and Applied Science
Philadelphia, PA 19104-6315 USA

May 10, 2023

Dear Shiming Liang,

You have been appointed to work with Prof. M. Ani Hsieh, beginning May 15, 2023 as a Research Asst. Your responsibilities include:

- Analyze geological data provided by geologists for Mars and Sage Hen;
- Develop path planning algorithms for autonomous vehicles that can trade-off between maximizing information gathering and prioritizing between individual expert preferences;
- Test and validate the proposed path planning and data gathering algorithms for robot missions in simulation;
- Test and validate the proposed path planning and data gathering algorithms for robot missions using the lab's mixed-reality testing facility; and
- Write a report describing your methodology, results, analysis, and directions for future work.

As a student worker, you are not to exceed 20 hrs per week, while school is in session. This includes all Penn jobs combined.

This position is non-exempt, meaning that you are eligible for overtime pay for any week in which your work hours for the week exceeds your scheduled weekly hours. Overtime for hours worked beyond 40 in a work week is paid at one and one-half times your regular rate of pay. The scheduled weekly hours for this position are 40 hours max. In addition to this work time, you may also be provided an unpaid meal period of at least 30 minutes in length. We will work with you to determine your daily schedule, including your start and end times as well as the timing and length of any unpaid meal period. Non-exempt employees are paid weekly on Fridays for hours worked during the previous Monday through Sunday pay period.

Your hourly rate is \$14/hr. Workers in temporary positions are not eligible for Penn benefits, except to the extent required by applicable law. We anticipate that your services as a temporary worker will be needed through September 30, 2023. This date, however, is subject to change. You are not under any employment contract. Rather, your employment is at will, which means that either you or the University may terminate your temporary employment relationship at any time and for any reason.

Upon receipt of your signed offer letter, we will need the following information from you to initiate your record in our HR/Payroll System (Workday): personal email address, phone number, and date

of birth.

Onboarding: Before your first day of work at Penn, you will need to complete the University's electronic onboarding process. Instructions for completing the onboarding process will be sent electronically to the email address you provide on the attached form. You are expected to promptly complete the electronic onboarding process upon receipt of the email with instructions for doing so.

When you begin working at Penn, you will need to complete the following tasks at Onboard@Penn located at 3425 Walnut Street, Philadelphia, PA 19104 (scheduling an appointment is highly recommended by visiting www.onboard.upenn.edu):

- **Provide Verification of your Identity and Right to Work in the United States:** Per the Immigration Reform and Control Act of 1986, the University is required to confirm your identity and right to work in the United States. To meet this requirement, employers must have a completed Form I-9 for every employee. You will be asked to complete Section 1 of the Form I-9 during the electronic onboarding process. When you begin work, you must bring in the appropriate documentation in order for us to complete the I-9 process. It is helpful if you bring this documentation on your first day of work, but it must be presented no later than the third day after you begin work. For your information, the Lists of Acceptable Documents that can be presented for this purpose can be found in the Form I-9 Instructions (<https://www.uscis.gov/i-9-central/acceptable-documents>). You are required to bring either one (1) document from List A, or one (1) document from List B and one (1) document from List C. All documents used for I-9 purposes must be original. You will bring these documents to your appointment with Onboard@Penn.

Provide your Social Security Number – The University uses the Social Security Administration's Social Security Number Verification Service (SSNVS) to verify the Social Security Number of each new hire for payroll purposes. You are expected to present your original Social Security Card if you are using it as one of the documents to complete your Form I-9 (or a copy of your Social Security Card if it is not one of the documents used to complete your Form I-9) when you begin working so that your Social Security Number can be verified through the SSNVS. If you have misplaced your Social Security Card and need a replacement, you can apply for a replacement card at your local Social Security Administration office. You also may be able to apply for a replacement card online. See <https://www.ssa.gov/ssnumber/> for additional information. The Social Security Administration office closest to the University is located at 2 PENN CTR, STE 2000B, 1500 JFK BLVD, PHILADELPHIA, PA 19102. If you do not have a SSN, you can still complete the I-9 process and begin employment. However, you will eventually need to apply for an SSN. Please refer to the following instructions [Social Security | ISSS \(upenn.edu\)](#)"

- For information regarding other Social Security Administration offices, visit the Social Security Administration Office Locator at <https://secure.ssa.gov/ICON/main.jsp>.

We hope that you find your experience at Penn in the Mechanical Engineering and Applied Mechanics Department and GRASP Laboratory both rewarding and pleasant.

Sincerely yours,



M. Ani Hsieh, Ph.D.

Research Associate Professor, Mechanical Engineering & Applied Mechanics

My signature below indicates my acceptance of this offer and its terms, and my authorization to receive my pay as outlined above. I understand that continued satisfactory performance is a necessary condition of continued employment. I acknowledge that my employment is at will, that this offer is not an employment contract, and that my employment may be terminated at any time for any reason, including but not limited to unsatisfactory performance, misconduct, workforce restructuring or completion of my temporary assignment.

*My signature below also indicates that as an employee of the University, I am placed in a position of confidence and trust. My appointment may give me access to confidential information, the unauthorized disclosure of which could cause irreparable damage to students, staff, faculty, alumni, patients, affiliates, agents or contractors of the University. In accepting this position, I agree that during and after my employment with the University, I will not use or disclose any confidential information except as may be necessary and appropriate in fulfillment of my duties, and I further agree to maintain the confidentiality and security of University information in accordance with University information-security policies as they may be amended from time to time. I also agree to maintain the confidentiality of my password for all systems that I use to access confidential information. **

[Student Worker Name]

Date

**Should you have any questions regarding appropriate use, disclosure and protection of confidential information, please contact Penn's Chief Privacy Officer or Information Security Officer.*