



04/22/2022

Andrew Hojnowski
13109 Bustleton Ave Apt A11
Philadelphia, Pennsylvania 19116

Dear Andrew,

We are pleased to welcome you to the Information Systems and Computing at the University of Pennsylvania.

We are writing to make you a job offer conditioned upon satisfactory completion of the processes detailed below. Your role will be Systems Administrator Senior with a title of Systems Administrator Senior and your annual compensation will be \$110,000.00. We anticipate that your first day of employment will be 04/25/2022.

This position is exempt, meaning that you are not eligible for overtime pay. Rather your salary is intended to compensate you for all time worked. Generally, it is anticipated that you will work a weekly schedule of approximately 40 hours. However, this may fluctuate due to operational needs. Exempt employees are paid monthly on the last business day of the month.

Penn requires that the following be completed before you may begin working at the University:

Background Check:

Penn partners with HireRight, one of the world's largest background screening providers, to provide employment screening and ensure the wellbeing of Penn's community. You will receive an email invitation directly from HireRight requesting for you to review and electronically sign a background check disclosure and authorization form, in addition to providing information needed to conduct the background check. Once the email is received, you are expected to promptly complete and submit the form and your background information to HireRight. HireRight, Inc., is located at 5151 California Avenue, Irvine, CA 92617, and can be contacted at 1-800-400-2761.

Onboarding:

Before your first day of work at Penn, you will need to complete the University's electronic onboarding process promptly. Instructions for completing the onboarding process will be sent electronically to your email address on file, hojnowskiandrew@gmail.com. You will receive an email with instructions for setting up your Pennkey, then you will receive an email with instructions for accessing your onboarding tasks.

Provide Verification of your Identity and Right to Work in the United States:

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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.

Submit Documents for Form I-9 Section 2:

- Form I-9 Section 2 must be completed in person. See the [Onboard@Penn](#) website for additional details and to [schedule an appointment](#). Proceed to [Onboard@Penn](#) (3425 Walnut St.) with unexpired, original documents.
- For employees who work outside Pennsylvania, New Jersey, and Delaware, please see the [Onboard@Penn](#) website for remote Form I-9 instructions.

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

Penn COVID-19 Response:

To reduce the risk of COVID-19 spreading within the Penn community, all new hires must be fully vaccinated prior to their start date and comply with the booster requirement within 30 days of their start date or within 30 days of eligibility. The vaccine and booster requirements apply to all UPenn faculty and staff members, as well as temporary and student workers, including those who work fully or partially from a remote location.

All University staff members must successfully complete an introductory period. The introductory period generally lasts 4 months from the date of the hire but may be extended. This period gives you the opportunity to understand the mission and goals of the University and our department and demonstrate satisfactory performance. During this period you will receive guidance on performance expectations and your progress at meeting these expectations will be monitored. In accordance with University policy, if you are hired on or after March 1, 2022 you will not be eligible for the University's annual merit increase until July 2023.

This job offer is conditional upon satisfactory background check results and reference checks, as well as satisfactory completion of the onboarding and Form I-9 processes. Your employment with Penn will be at will, meaning that either you or the University may terminate the employment relationship at any time and for any reason. Satisfactory completion of the introductory period will not alter the at-will status of your employment.

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We hope that you find your experience at Penn in the Information Systems and Computing both rewarding and pleasant. We are happy that you have decided to join our staff.

Sincerely yours,

Austin Murphy

Information Technology Manager

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