



## Offer CIS3500-001: Spring 2024

### Status

Student: Tony An  
Time added: Feb 8, 2024  
Semester: Spring 2024  
Course: CIS3500-001  
Instructor / supervisor: Jeremie Lumbroso  
Active Student: Yes  
Position: TA  
Teaching practicum: No  
Work study: Yes

### Contact log

- Feb 8, 2024: Initial notification sent to tonyjan@seas.upenn.edu
- Feb 8, 2024: Details confirmed by tonyjan and offer letter generated
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- Feb 8, 2024: Offer signed by tonyjan

### Offer letter

Feb 8, 2024

Tony An  
tonyjan@seas.upenn.edu

Dear Tony,

You have been appointed as a(n) TA for CIS3500-001 for the Spring 2024 semester beginning January 18, 2024.

You will report hours weekly via Workday to your instructor, Professor Jeremie Lumbroso. The scheduled weekly hours for this position are 10-20 hours.

**As a student worker, you are not to exceed 20 hours 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. 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 \$18. 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 student worker will be needed through May 20, 2024. 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.

Onboarding: After you are hired into Workday you will receive an email from PEFS Payroll confirming your hire. Once you receive that email please log into [Workday@Penn](mailto:Workday@Penn) and complete all the tasks. The Workday Onboarding Tipsheets provide instructions for completing the onboarding process. You will need to complete all onboarding tasks **including employment verification** through the [onboarding center](#) within 3 business days of your start date. Please see [onboarding tipsheets](#) for assistance in this process.

[Onboarding Center is located at 3425 Walnut Street, Philadelphia, PA, 19104](#)

*Scheduling an appointment is recommended*

- 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 present the appropriate documentation in order for us to complete Section 2 of the Form I-9. It is helpful if you provide 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/form-i-9-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 in Workday: 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 an SSN, you can still complete the I-9 process and begin employment. However, you will need to apply for an SSN. Please refer to the following instructions [Social Security | ISSS \(upenn.edu\)](#).

We hope that you find your experience at Penn in Computer and Information Science (CIS) both rewarding and pleasant.

Sincerely yours,  
Jeremie Lumbroso

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*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, or workforce restructuring.*

*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. \**

Tony An  
Signed via electronic signature on Feb 8, 2024

# Please check your email for next steps. Thank you for signing your offer letter

*\*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.*

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Please contact [CETS](#) with any questions or concerns.