HAND DELIVERED or REGULAR MAIL

January 4, 2018

Name  
Address  
City, State Postal Code

RE: Administrative Professional Appointment

Dear Name:

On behalf of the Area/College, I am pleased to offer you an appointment with Washington State University (WSU). This offer is contingent upon satisfactory results of the background check. The terms of the offer are as follows:

**Title:** Official Title/Title Code

**Working Title:** [If applicable add]

**Location:** This position is located on the Pullman campus of WSU [alter to specific location plus potential assignment other location/campus as required]

**Department:** Department Name

**Reports to:** Name / Title

**Appointment:** The appointment is Administrative Professional rank, 1.0 FTE, 12 months

**Overtime**

**Eligibility**:     Overtime Ineligible – You are to document leave activity by completing and certifying the Leave Report as described in the Business Policies and Procedures Manual 60.63. OR Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual 60.60.

**Salary:** $x,xxx per month.

**Effective Date:** The appointment is effective Month Day, Year.

[If desired, list the basic functions] Note: See attached position description.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must provide identity and employment eligibility verifications as required by the U.S. Citizenship and Immigration Service to comply with the Immigration Reform and Control Act. See the attached List of Acceptable Documents. You will need to complete Form I-9 no later than the first day of employment and provide acceptable documents no later than the third business day of employment.

The *Administrative Professional Handbook* is a guide to policies and procedures. Although this handbook contains a compilation of current policies relating to your employment, these policies evolve over time. For this reason, the University reserves the right to revise this handbook or any of its policies or benefits or to institute new policies or benefits, which will apply to you during your employment with the University. You may access it at the Human Resource Services web site: [hrs.wsu.edu/APHandbook](http://hrs.wsu.edu/APHandbook). Additional policies may be accessed at: [wsu.edu/~forms](http://www.wsu.edu/~forms).

[Select language regarding orientation – two samples are provided below.]

Sample 1

I have scheduled you OR you will be scheduled to attend to attend New Employee Orientation on Day, Date, Month, at Time, in Building Room # and Employee Retirement Orientation on Day, Date, Month, at Time, in Building Room # New employee information is available through the Human Resource Services website [hrs.wsu.edu/neo](http://hrs.wsu.edu/Employee%20Orientation%20Schedule).

Sample 2

You are encouraged to attend New Employee Orientation and Employee Retirement Orientation. New employee information, including benefits, is available through the Human Resource Services website [hrs.wsu.edu/neo](http://hrs.wsu.edu/Employee%20Orientation%20Schedule).

As a new WSU employee you will be required to complete training regarding prevention of discrimination and sexual harassment within six months of your date of hire.  Information regarding this training is available at the following web site:  [hrs.wsu.edu/dshp](http://hrs.wsu.edu/dshp).

WSU is committed to providing equal opportunity in education and employment, and in all aspects of university activities. A critical element of our commitment to diversity lies in our ability to collect and assess student and employee demographic data. Your response to the voluntary WSU Employee Demographic Information Survey would be very helpful in our efforts to create a rich and inclusive community for all at WSU. Visit the Office for Equal Opportunity’s website at [oeo.wsu.edu/eeo-aa-compliance/](http://oeo.wsu.edu/eeo-aa-compliance/) for more information and to complete the survey.

Please return a signed copy of this letter indicating if you accept or decline this offer of appointment to Name, Title, Mailing Address. A reply is requested at your earliest convenience, but no later than Date. Retain a copy of the letter for your records.

The faculty and staff of the College/Department are delighted that you have chosen to pursue your career at Washington State University.

Sincerely,

[A list of appointing authorities can be found at [hrs.wsu.edu/appointing-authority](http://hrs.wsu.edu/managers/appointing-authority/)]  
Appointing Authority Name  
Title

Encl: U.S. Citizenship and Immigration Services required documentation

Important Benefits Information

Position Description

cc: Appropriate Area/Department Representative(s)

HRS Personnel File

HRS Employment Services Unit

Accept Decline

Name Date



**Important Benefits Information for New Employees**

Welcome to Washington State University!

Human Resource Services (HRS) has been informed that you have recently been offered employment with WSU. As a new employee, you will have benefit options which need to be addressed, primarily within the first 30 calendar days from your hire date.

**New Employee Benefit Information**

In an effort to provide you with this information as soon as possible, we would like to direct you to the HRS Benefits website at [hrs.wsu.edu/employees/benefits/new-employee-information/](http://hrs.wsu.edu/employees/benefits/new-employee-information/).

This webpage provides valuable information for you to review in order to begin making your benefit decisions. In the event you would like to complete and submit benefit forms early, the forms are also linked on this webpage. Additionally, the [*New Employee Resources*](http://hrs.wsu.edu/new-employee-resources/) link will provide you with a schedule of the new employee orientations, where helpful information and resources for new employees are provided.

**New Employee Benefits Packet**

In addition to this web link, HRS Benefits will mail you a new employee packet which will include hard copies of the materials found at the above link. This packet will also include information about your retirement plan options. Although retirement plan resources are available online, please be aware that many factors are used to determine which plan an employee is eligible for. If you wish to address your retirement benefits prior to receiving the packet, please contact HRS at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

If you have not received a benefits packet within two weeks of your hire date, please contact HRS immediately. Packets are also available at the HRS office, located in 139 French Administration in Pullman. For locations other than Pullman, please contact us at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

**Dual Enrollment**

In the event you are already enrolled on a spouse’s, registered domestic partner’s, or parent’s Public Employee Benefit Board (PEBB) coverage, dual enrollment in WSU medical/dental coverage is **not** allowed. Both you and the individual on whom you already have coverage will need to complete benefit paperwork. Additional details will be available in the benefit packet. Contact HRS with questions about dual enrollment, and the paperwork that needs to be completed.

Again, Welcome to WSU! If you have questions please contact Human Resource Services at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).