**[DATE]**

**[EMPLOYEE NAME]**

**[ADDRESS]**

**[ADDRESS LINE 2]**

**[CITY, STATE ZIP]**

***Optional: Add EMPL ID here or at end of letter***

Dear **[EMPLOYEE NAME]**:

On behalf of the **[DEPARTMENT NAME]**, I am pleased to confirm your appointment as an hourly Project Assistant in the **[OPERATIONAL AREA]**. Your appointment will begin **MONTH DD, YYYY** and will end **MONTH DD, YYYY**. You will be paid at the rate of **$XX.XX** per hour. We have been authorized to offer you up to \_\_\_\_\_\_ hours.

In order to hold this appointment, you must remain a UW-Madison graduate student in good standing throughout its duration.

Employment Eligibility and Verification:

This offer of employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I-9 must be completed electronically on or before your date of hire. Also see **[I-9 CONTACT NAME]** in the departmental office within three days to complete the I-9 form. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>

This offer is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started your appointment, your appointment will be terminated. If you have not previously held an appointment at the university that required a criminal background check, your name will be submitted to HireRight soon to initiate the background check. Please watch for an e-mail from HireRight. If you have previously held an appointment at the university that required a criminal background check, the results of that previous check could still be valid. We will notify you in advance if it is determined that a new background check is needed at this time.

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s Export Control Office: <http://research.wisc.edu/integrity-and-other-requirements/export-control/>

Graduate Assistant Policies and Procedures:

Employment policies regarding your assistantship are found at: <https://hr.wisc.edu/policies/gapp/>

Specifics regarding the appointment are:

Authorized Hours:

The authorized hours represent a maximum and you should not work more than this.  If, as the semester proceeds, you think there will not be enough time to do all that is expected of you, see your supervisor right away.

Your hours should be entered and submitted on a \_\_\_\_\_\_\_\_\_\_ (weekly, biweekly, etc.) basis through the timesheet tile in MyUW. **Your final hours must be submitted in MyUW by [MM/DD/YYYY (LAST DAY OF SEMESTER)] to be paid.**

Position Responsibilities:

Your responsibilities are stated in general terms on the attached position description/outline of position responsibilities. **[\_\_\_\_\_\_\_]** will serve as your supervisor. Please report to **[\_\_\_\_\_\_\_]** at **[TIME]** on your first day of employment in **[LOCATION]**.

Hours of Work/Work Schedule

Note that students holding an F or J visa are permitted to engage in no more than 20 hours of compensated employment per week while the University is in session.

Your new position is non-exempt under the Fair Labor Standards Act provision for overtime, based on changes made by the U.S. Department of Labor to the Fair Labor Standards Act (FLSA) (see <https://www.dol.gov/whd/overtime2019/>). Should your supervisor assign overtime hours, you will be paid at a premium rate or shall be credited with compensatory time off at a rate of 1.5 hours per hour worked, for all hours worked in excess of 40 hours in a work week. At the discretion of the employer, compensatory time credits may be provided as payment for overtime.

Concurrent Appointments:

Before accepting any additional new appointments, students must inform all department administrators and supervisors, who will in turn notify the College of Letters and Science. It is your responsibility to be aware of the requirements for holding concurrent appointments. The concurrent appointment policies are found at <https://kb.wisc.edu/gradsch/page.php?id=33321> and <https://kb.wisc.edu/gradsch/page.php?id=33322>

Satisfactory Academic Progress:

You are required to maintain satisfactory progress toward your degree. For additional information, refer to: <https://grad.wisc.edu/acadpolicy/?policy=satisfactoryprogress>.

Enrollment/Requirements:

Project Assistants are expected to enroll for a minimum of two graduate credits, unless they are dissertators who must enroll for a minimum of three dissertator credits. For more specific enrollment information, see the Graduate School’s website on Enrollment Requirements at: <https://grad.wisc.edu/documents/enrollment-requirements/>

Tuition\*:

[Select one]:

Based on the information we have at the time this letter is being sent, you [WILL or WILL NOT] receive remission of your [NONRESIDENT OR RESIDENT] tuition. The tuition remission does not include any special course or segregated fees, which will be your responsibility each term. Tuition and fees are determined by the Board of Regents. For more information, please see the Bursar’s Office website: <https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/>

*[ \* 131 students are not eligible for tuition remission per* [*Campus policy*](https://policy.wisc.edu/library/UW-1029)*. If you are unsure whether the student is in a tuition non-pooled (131) program, you may refer* [*here*](https://tableau.wisconsin.edu/#/views/CurrentStudentsinNon-PooledTuitionPrograms_16342164058570/StudentsinNon-PooledTuitionPrograms?:iid=1) *for a list of all students in these programs. You must have access to UW Student Restricted and UW HR Internal data in Tableau to use this look up tool.* [*Request access here*](http://data.wisc.edu/request-access/)*; choose “Student Record Data – Restricted” from pull-down menu. Contact* [*laura.fisk@wisc.edu*](mailto:laura.fisk@wisc.edu) *for assistance. ]*

Include if eligible for remission:

If you are enrolled in an academic program that does not accept or allow tuition remission, you will not receive the tuition remission benefit. To qualify, you must be a graduate assistant and your combined TA, PA, RA, LSA earnings must total at least 33 percent of the full-time, annual rate during each semester. This remission is awarded prospectively based on anticipated earnings, and earnings at the conclusion of the appointment must equal or exceed 33 percent of the appointment’s full-time rate for the length of a semester to receive full tuition remission for that term. For additional information, please refer to the Bursar’s Office website information regarding TA, PA, RA, LSA Appointments at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

If you have a spring appointment which qualifies for tuition remission, your eligibility for tuition remission will carry over to the Summer term. For specific information, see the Bursar’s Office website regarding TA, PA, RA, LSA Appointments Summer Term at:

<https://businessservices.wisc.edu/making-payments/payments-to-students/tuition-remission/eligibility-for-ra-ta-pa-and-lsa-tuition-remission/>

Health Insurance:

Include if eligible for health insurance [individual is eligible if appointment is at least 33% for one semester (academic year) or 6 months (annual)]:

You may be eligible to participate in the Graduate Assistant Health Insurance program. Application deadlines are critical and must be met. If you need health insurance and wish to enroll, please contact **[DEPARTMENT CONTACT]** in **[DEPARTMENT]** in **[LOCATION]** at **[PHONE] or [EMAIL]** or contact Madison Benefits Services at (608) 265-2257 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) within the first 30 days of your employment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

Include if not eligible for health insurance:

Based on this position, it appears you are not currently eligible to participate in the Graduate Assistant Health Insurance program. However, if you previously had grad coverage or your job is extended, please contact **[DEPARTMENT CONTACT] in [DEPARTMENT] in [LOCATION] at [PHONE] or [EMAIL]** or contact Madison Benefits Services at (608) 265-2257 or [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to determine if you are eligible within the first 30 days of your employment. Information is also available online at: <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>

Federal Affordable Care Act:

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin (UW). Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns.

Payroll Information:

For payroll purposes, you will be paid biweekly, every other Thursday. Payroll information for graduate assistants regarding pay schedule, health insurance premium deductions, and taxes is available on the Benefits Services website at: <https://hr.wisc.edu/pay/>

Leave Benefits:

Vacation:

You are not eligible to earn vacation hours for this appointment.

Sick Leave:

You are eligible to earn sick leave. At the beginning of each appointment period, you will be credited with a bank of sick leave hours. The number of hours credited to your sick leave bank will be **[# SICK HOURS]**. Sick leave may not be used in increments of less than 15-minutes. Unused sick leave will carry over from appointment period to appointment period only within the same department. Any combination of sick leave carry over and newly accredited sick leave cannot exceed 96 hours. In the event of an unanticipated absence, you must contact me by phone or email before the start of your scheduled work shift. **[EXPLAIN THE PROCESS FOR WHAT YOU WANT THE EMPLOYEE TO DO WHEN S/HE IS SICK].**

Additional information regarding leave benefits is available at: <https://hr.wisc.edu/policies/gapp/>.

Cybersecurity Awareness Training

All new employees must read and abide by the Acceptable Use of Information Technology Resources policy (<https://www.wisconsin.edu/regents/policies/acceptable-use-of-information-technology-resources/>) upon hire.  The annual Cybersecurity Awareness Training is mandatory for all employees (including undergraduate/graduate student employees), and zero-dollar appointees, volunteers, and retirees who access UW-Madison online data per UWSA policy 1032 (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-awareness/>).

The training must be completed annually.  Information and training options can be found on the website Cybersecurity Awareness Training (<https://it.wisc.edu/about/division-of-information-technology/enterprise-information-security-services/office-of-cybersecurity/cybersecurity-awareness-training/>).

You can access the training once you have set up your NetID and MFA-Duo.  If you have any questions, please contact [cybersecurityawareness@cio.wisc.edu](mailto:cybersecurityawareness@cio.wisc.edu)

Required Graduate Training for New Project Assistants:

Please attend and participate in a professional development session for Teaching Assistants (TAs) and Project Assistants (PAs) focusing on diversity, discrimination and harassment, presented and sponsored by the Office for Equity and Diversity, the McBurney Disability Resource Center, the Theatre for Cultural and Social Awareness and the Office of Human Resources.  Participants receive information about relevant laws, policies, regulations and resources; explore the practical application of these policies to classroom and learning environments; and engage in facilitated conversations designed to promote interdisciplinary dialogue and excellence through diversity. These sessions promote the development of competencies that sustain and strengthen UW-Madison's position of preeminence in research and higher education and advance critical campus strategic priorities.

Please note that the workshop requires you to register. The session schedule, electronic copies of the materials referenced during each in-person presentation, and the registration link are available at: <https://diversity.wisc.edu/graduate-assistants-equity-workshops/>

Research Policy:

By accepting this appointment at UW-Madison, you agree to comply with UW-Madison research policies and the provisions of any funding agreement or other agreement establishing rights to intellectual property that applies to the research in which you may participate. After receiving your UW NetID, you may receive a link to acknowledge that you agree to abide by the UW-Madison and federal policy in the conduct of research.

Compliance Obligations and Reporting Responsibilities:

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <https://compliance.wisc.edu/eo-complaint/>

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect.  You are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, you observe an incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur. If the abuse or neglect occurred in a University program, on campus, or involved a University employee, volunteer, or agent, you must also notify the Office for Equity and Diversity. EO 54 does not apply to employees whose job requires them to comply with the mandatory reporter requirements in Wis. Stats. s. 48.981.  Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.   For more information, please see the University of Wisconsin - Madison Office of Equity and Diversity website at:  <http://www.oed.wisc.edu/childabuse/>.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact Laura Fisk, Divisional Disability Representative (DDR) at (608) 265-3333, or [laura.fisk@wisc.edu](mailto:laura.fisk@wisc.edu). The DDR is the person authorized to receive and maintain confidential medical information in our College. More information can be found at the following website: <https://oed.wisc.edu/employee-disability-accommodation/>

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

To accept the terms of this position, please sign and date below and return to **[NAME, TITLE, LOCATION, EMAIL].**

Sincerely,

**[SUPERVISOR]**

**[TITLE]**

***Optional: Ref: Job #***

***Optional: Add EMPL ID here or in address field on page one of letter***

Attachment: Position Description (if applicable)

Cc: **[DEPARTMENT FILE]**

**[NAME OF SCHOOL/COLLEGE]** Human Resources Office

I accept the position of hourly Project Assistant in the **[OPERATIONAL AREA]** in the **[DEPARTMENT/PROGRAM].**

**[EMPLOYEE NAME]**

**DATE**