DATE

APPLICANT NAME

Dear APPLICANT NAME,

I am pleased to offer you employment with Oklahoma State University **Facilities Management** as JOB TITLE to begin on START DATE.

Your starting base pay rate will be HOURLY RATE hourly and you will receive your paycheck on a biweekly basis.

**Prior to** the agreed upon start date, you must complete New Hire paperwork with the Facilities Management Payroll Department. Payroll is located in room **119A in the Facilities Management Administration Building.** **Please call 405-744-7282 as soon as possible to schedule an appointment.**

The following documents are required to complete New Hire paperwork and must be brought to your appointment. Sign-up cannot be completed without these documents and you will be unable to start work.

1. *Original* social security card (not a copy)
2. Driver’s License or State Issued Identification
3. Voided Check from your active checking account to provide direct deposit information

For International Students Use Only (New Hire) – Additional Documentation is needed: Passport, I-20 Form, & I-94 Form.

APPLICANT NAME, we at OSU are pleased to make this offer and look forward to having you as part of the OSU team.

Best regards,

HIRING MANAGER NAME

HIRING MANAGER SIGNATURE