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.

**In order to start on Monday, September 8, 2020, prior to Wednesday** before your start date must complete New Hire paperwork with the Facilities Management Payroll Department, payroll is located in room **119 in the Facilities Management Administration Building. Please call Jonathon at 405-744-7282 as soon as possible to schedule an appointment.**

**If you don’t have the proper documents or can’t make this appointment by end of business on Wednesday, Sept. 2, please let me know. Your start date will need to be pushed forward 2 weeks.**

The following documents are required to complete the 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. Account number and routing number from your active checking account to provide direct deposit information. (You will set this up after you get signed up.
4. Copy of class schedule (current or up-coming semester)

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 SIGNATURE

HIRING MANAGER NAME