

September 28, 2022

Dear **Olivia Cullen**,

This is to confirm our offer and your acceptance of the position as **Federal Work-Study Undergraduate Research Assistantship— “Metals” Chemistry** in the **Undergraduate Research Initiative** department at Pace University.

- Your position start date is **Saturday, October 1, 2022** and the end date is **Saturday, May 13, 2023**.
- In this position, your hourly pay rate is **\$15.00**. Your overtime rate of pay **\$22.50** per hour for all hours worked in excess of 35 hours per week.
- As a part time Pace University employee, your pay is based on a two week pay-period lag. Your first paycheck will be issued on **Friday, October 28, 2022** assuming (1) University Human Resources has received all required documentation and (2) you and your supervisor have correctly entered and approved your time into our time management system. Please refer to Attachment A – Payroll Calendar for **2022** for all future pay dates.
- In general, you can work a maximum of **20** hours per week during the academic year and a maximum of **35** hours per week during the summer and when classes are not in session. If you hold more than one position, you still may not exceed the aforementioned hours per week. **Please note that the actual number of hours that you are authorized to work in this position may be less than the maximum depending on the department’s needs and funding for the position.**
- Your supervisor, **Elmer-Rico Mojica** will outline the responsibilities and expectations of your position.

All new employees are required to complete their new-hire paperwork and Employment Eligibility Verification Form I-9 **on or before** their first day of work. Please note you will be receiving an email message from Pace University with the subject line including the phrase, “TalentEd Records,” which will provide a link to our online electronic paperwork system. Once all new hire paperwork has been submitted, **please visit the Human Resources office either before or on your start date** to provide original identification to complete the new hire process. Human Resources offices are located at the following locations:

<p>Westchester Human Resources 100 Summit Lake Drive, 3rd Floor Valhalla, NY 10595 *By Appointment ONLY*</p>	<p>New York City Human Resources 110 William Street, 11th Floor New York, NY 10038 *By Appointment ONLY*</p>
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Please note that it is University payroll policy for all newly hired employees to **provide** their **original Social Security Card**. In addition, please **sign and return** the attached **Acknowledgment Regarding Wage Rate and Pay Days** form with all other documents to be submitted to the Human Resources Department.

Pace University provides eligible part-time employees with paid sick leave in accordance with the New York City Earned Sick Time Act. Please refer to the [Employee Paid Sick Leave](#) policy posted on the HR website to determine your eligibility for sick leave benefit.

Required Training Initiatives

All Pace University employees are required to complete an on-line **Harassment and Discrimination Prevention** training program as well as a **FERPA Basics Training (Family Educational Rights and Privacy Act)** course. If you have not completed these mandatory trainings already, you will receive an email within the first few weeks of employment from “donotreply@lawroom.com” with a link and instructions on how to access the training course. You are required to complete the Harassment and Discrimination Prevention and FERPA Basics Training course within 30 days of receiving the LawRoom email. Upon a completion, print out your certificate to retain with your personal records. If you have any questions, please contact Tammy Frary via email at tfrary@pace.edu.

Information Technology Services (ITS), in partnership with the SANS institute, has launched a program that will deliver information security training to all University employees. The content provides detailed information on how to avoid common information security attacks and is designed to raise end user awareness about the ever-changing cyber threats that institutions are regularly exposed to. In order to ensure that you have the proper tools to identify and mitigate these threats, this required course must be completed within your first 30 days of employment. You will receive an email notification from <mailto:noreply@securingthehuman.org> and should use your Portal username and password to logon to the training site. If you have any questions or access issues, please contact Larry Robcke, Information Security Analyst, at lrobcke@pace.edu.

We extend a warm welcome from Pace University and hope your employment will prove to be a rewarding experience.

Sincerely,

Tatiana Hunter



Talent Acquisition Specialist
University Talent Acquisition

CC: Elmer-Rico Mojica
Norma Quiridumbay

Attachment A – Payroll Calendar for 2022

Payroll Calendar for 2022

JAN.	14	JUL.	15
	31		29
FEB.	15	AUG.	15
	28		31
MAR.	15	SEP.	15
	31		30
APR.	15	OCT.	14
	29		31
MAY	13	NOV.	15
	31		30
JUN.	15	DEC.	15
	30		30

Please note there is a one pay-period lag for overtime compensation for full time employees eligible for overtime. This means all overtime earned from the 1st through the 15th is paid in the paycheck received at the end of the month. Likewise, all overtime earned from the 16th through the end of the month is paid in the paycheck received on the working day closest to the 15th of the following month. For additional information please contact the Human Resources Department at (914) 923-2730.

Acknowledgment Regarding Wage Rate and Pay Days

I acknowledge that I have been notified of my wage rate, overtime rate (if applicable), and the receipt of Attachment A – Payroll Calendar for 2022 to the Offer Letter dated **September 28, 2022**.

Olivia Cullen

Date