

Dynamic Form Directions

1. Click on Dynamic Form [Here](#), sign on with SSO
2. This Dynamic Form is also the offer letter. You no longer have to upload an offer letter.
3. Fill out the Student Employee Information
 - a. Demographic Information (8 digit id, First and Last name and email (NOTE: Must my the my.unt.edu email)
 - b. Job Information (Start date, Salary, Job Code, Department ID and Department Name
4. Fill out hiring manager information
 - a. Supervisor ID (8 digit ID, this is mandatory for onboarding)
 - b. Office Admin ID (NOTE: This is optional, if you have an Office Administration who inputs ePAR or offer letters they will receive the same notifications that supervisors do)
5. Upload files (NOTE: This is optional and attached to each step so if student wanted to upload resume or Department can upload transfer sheet or CPR etc)
6. Sign and Submit
7. Print/Save as PDF if you need

Hourly Student Employee Offer Letter

Student ID <input type="text"/>	Student First Name <input type="text"/>	Student Last Name <input type="text"/>
Start Date <input type="text"/>	Student Email <input type="text"/>	Job Code <input type="text" value="-- Please Select --"/>
Department ID <input type="text"/>	Salary <input type="text"/> <input type="radio"/> Per Hour <input type="radio"/> Per Month <input type="radio"/> Stipend	Department Contact Email <input type="text"/>
Supervisor ID <input type="text"/>	Department Name <input type="text"/>	Office Admin ID <input type="text"/>

Dear

Welcome and Congratulations on your position!

This job offer is contingent upon the satisfactory completion of a background check, along with verification of enrollment at UNT, and documentation of any other required item such as certifications, training, or a valid Driver License. You will be required to provide documentation that establishes your identity and employment eligibility to satisfy form I-9 requirements.

You must complete on-boarding before your background check and I-9 can be completed. You will receive instructions on setting up an appointment to complete your I-9. You must complete your I-9 no later than 3 days after the start date on this offer letter - however you can complete your I-9 as far in advance as desired.

In accepting our offer of student employment, you acknowledge that your employment will be at-will on a semester by semester basis and that neither you nor any University representative has entered into a contract regarding the terms or the duration of your employment. Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc.

Students have 7 days after their start date to complete New Student Employee Orientation during work hours. You will receive an email to log-in and access the orientation via Bridge.

You can print this document if needed for your records. If you have any questions or concerns pertaining to this document, feel free to contact us for clarification.

Student Employment Application

No file chosen

Files over 25 MB will not be accepted

<input type="button" value="(click to sign)"/>	File Upload <input type="button" value="Choose File"/> No file chosen Files over 25 MB will not be accepted	Comments <input type="text"/>
Department Administrator _____ Date _____		
File Upload <input type="button" value="Choose File"/> No file chosen Files over 25 MB will not be accepted	Comments <input type="text"/>	
Student Employee _____ Date _____		
File Upload <input type="button" value="Choose File"/> No file chosen Files over 25 MB will not be accepted	Comments <input type="text"/>	
Student Employment Team _____ Date _____		

8. You will receive the following email. Supervisor on file will also receive an email upon i9 completion and they can see it in the Teams folder listed below.

Student Employment Offer Letter 12345678 test morgan



donotreply@eforms.untsystem.edu
To ● Perez, Karla



Wed 7/13/2022 2:19 PM

Department Administrator

Your offer letter has been sent to test morgan 12345678 for signature. You will be receiving an email when the student has uploaded the application, signed the offer letter, and forwarded to Student Employment.

Thank you for all the work you do for our student employees!

Please log onto teams folder [Student Employee I9 Completion](#)

9. Your student employee will receive the following email

Student Employment Offer Letter



donotreply@eforms.untsystem.edu
To ● Perez, Karla



Wed 7/13/2022 12:29 PM

Karla Perez

Congratulations on your student employment position with [Career Center](#). We are excited you are going to be part of the team.

This form serves as your offer letter. Please print a copy for your records. You will need to upload a student employment application found at this [Link](#). You must upload the application before submitting your signature

[Click here to complete your section of the form.](#)

10. The student will log in to the form, upload their student employee application, and sign and submit

The image is a composite of several screenshots illustrating the application process:

- File Explorer:** Shows a file named "Student Employment Application.pdf" selected on the desktop.
- Offer Letter Form:** A web browser window displaying a form from the "VISION OF STUDENT AFFAIRS Career Center". The form includes fields for "Student Last Name", "Job Code", "Department Contact Email", and "Office Admin ID".
- Application Document:** A PDF document titled "Student Employment Application" with a "File Upload" section. A green arrow points to the "File Upload" button with the text "Student Uploads Application".
- Signature Section:** A section with three signature lines. The first line is signed by "Karla Perez" (Department Administrator) and the second by "Monson Vance" (Student Employee). A green arrow points to the second signature line with the text "Student Signs".
- Submission:** At the bottom, there are "Save Progress" and "Submit Form" buttons. A green arrow points to the "Submit Form" button with the text "Student Submits form".

11. Your student will receive the following email

Student Employment Offer Letter11111111



Tue 2/15/2022 10:56 AM

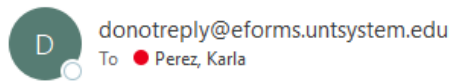
Karla Perez

Congratulations on your student employment position with Career Center. We are excited you are going to be part of the team.

Your information has been forwarded to the student employment team. You will be receiving an email with subject line "Invitation To Complete Onboarding" which will have the links you need to complete onboarding and make an appointment with the career center for your I9 appointment.

12. You will receive the following email when the student employment team has registered your student into Work Force Admin.

Student Employee 11111111 Morgan Vance onboarding registration completed



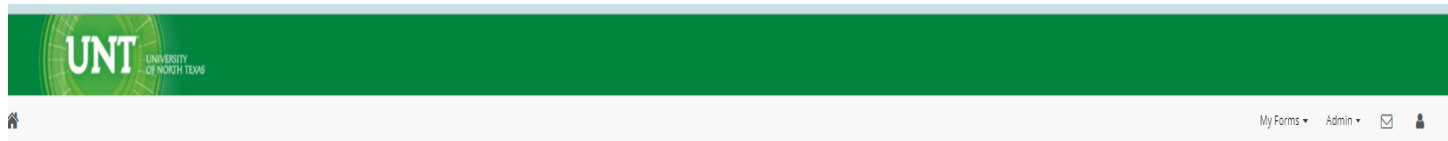
Wed 7/20/2022 3:38 PM

The student employment team has completed registering your student 11111111 Morgan Vance for onboarding. Please visit your Dynamic Forms to see status of offer letter.

Don't forget, you can see the I9 status of your student by joining the [Student Employee I9 Completion Team folder](#) with code ei55aab

Please visit your Dynamic Forms home page by clicking [here](#).

13. You will be able to view all offer letters and applications submitted and processed through My Forms on Admin Portal [here](#)



This page offers you access to your Pending / Draft Forms and your completed Forms History.
If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

- [Pending / Draft Forms](#)
- [Forms History](#)
- [Manage your Account](#)