

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

Dear

Welcome and Congratulations on your position!

In accepting the 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.

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 will receive an invitation to onboard email within 24-72 hours of signing this offer letter. You must complete on-boarding before your I-9 can be completed. Instructions on where to complete your I-9 verification are located in your invitation to onboard email. You must complete your I-9 no later than 3 days after the start date on this offer letter. **Please keep in mind, you cannot complete your I-9 the same day you receive the onboarding email. You must wait until the following business day to complete your I-9 verification.**

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. Please note that the Bridge online training is not activated until your department processes your ePAR.

You can print this document if needed for your records. Please save this document for your records before submitting it.

If you have any questions or concerns pertaining to this document, feel free to contact us for clarification. Please visit our [website](#) and [Student Employee Handbook](#) for more information.

Student Employment Application

Department Administrator	Date	File Upload	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> By checking this box, I acknowledge that I, the department administrator/supervisor, understand and have read the Supervisor Student Employment Handbook			
Student Employee	Date	File Upload	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> By checking this box, I acknowledge that I, the student employee, understand and have read the Student Employee Handbook .			
Student Employment Team	Date	File Upload	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



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



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 three screenshots illustrating the application process:

- Top Left:** A Windows File Explorer window showing the 'This PC - Desktop' directory. The file 'Student Employment Application.pdf' is selected. The file name field at the bottom shows 'Student Employment Application' and the type is 'PDF file'.
- Top Right:** A browser window displaying the 'VISION OF STUDENT AFFAIRS Career Center' website. The page title is 'Offer Letter'. The form includes fields for 'Student Last Name', 'Job Code', 'Department Contact Email', and 'Office Admin ID'. A 'Supervisor ID' field is also visible at the bottom.
- Bottom:** A PDF document titled 'Student Employment Application'. It contains a 'File Upload' section with a green arrow pointing to the upload area and a text box labeled 'Student Uploads Application'. Below this are three signature lines: 'Karla Perez, Department Administrator', 'Morgan Vance, Student Employee', and 'Student Employment Team'. Each line has a 'Comments' field. A green arrow points to the 'Comments' field for Morgan Vance, with a text box labeled 'Student Signs'. At the bottom of the PDF, there are 'Save Progress' and 'Submit Form' buttons. A green arrow points to the 'Submit Form' button, with a text box labeled 'Student Submits form'.

11. Your student will receive the following email

Student Employment Offer Letter1111111

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

 Reply  Reply All  Forward 

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

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

 Reply  Reply All  Forward 

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