

Most schools and units have a standard template and process used for new employees. Please contact your local HR or Faculty Planning/Affairs office for a school specific template as well as processes around communication Massachusetts Paid Family and Medical Leave.

Below are two general email templates you may use for new hires who will not receive an offer letter from HR or OFA and for students who do not receive offer letters.

Sample 1 Email to New Employee:

Congratulations on your new position with **SCHOOL/UNIT/DEPT!**

In accordance with federal law, Harvard requires all employees to complete a Form I-9 as part of the employment eligibility verification process. Harvard is also an E-Verify employer. All information collected is protected by industry standard SSL encryption.

Section 1 of the Form I-9 must be form may be completed any time *after* an offer of employment is accepted but no later than your **first day** of work.

Section 2 of the Form I-9 must be completed by your **third day** of work and requires you provide appropriate original, unexpired documentation in person to **DEPT AND ADDRESS**.

You are encouraged to present identification documents as soon as possible after completing Section 1 of the form in order to avoid any delay in your onboarding process.

Please contact **DEPT CONACT** with any questions.

Please go [here](#) for Step-by-Step Form I-9 Instructions as well as additional materials and information. Please be sure to set your location as **School of Public Health**.

Sample 2 Email to New Employee:

Dear **name**:

I am pleased to confirm our offer of employment as **TITLE** at **SCHOOL/UNIT/DEPT**, beginning **DATE**. Additional employment and salary details will be sent to you under separate cover.

In accordance with federal law, Harvard requires all employees to complete a Form I-9 as part of the employment eligibility verification process. Harvard is also an E-Verify employer, and E-Verify authorization is part of Harvard's I-9 process.

Section 1 of the Form I-9 may be completed any time *after* an offer of employment is accepted but no later than your **first day** of work. This part of the form will take 5-10 minutes to complete and must be

completed from start to finish in one session, as the system does not allow you to enter information and save it without submitting. All information collected is protected by industry standard SSL encryption.

To start Section 1, please click

Start Form I-9

If link does not work, copy and paste: XXXXXXXXXXXX **NOTE:** Please be sure to set **School of Public Health** as your location.

Once you have completed Section 1, please bring your original, unexpired documents to XXXXX **but no later than your third day of work**. You are encouraged to present identification documents as soon as possible after completing Section 1 of the form in order to avoid any delay in your onboarding process.

Please contact DEPT CONACT with any questions.

Please go [here](#) for Step-by-Step Form I-9 Instructions as well as additional materials and information.