[Date]

Dear [ ]

Welcome to the [department/ORG] at the University of California, Riverside (UCR). We are excited to have you join our [school/division/department] on [date of hire].

We are contacting you to proceed with your onboarding appointment for your new position as [position] at UCR. The purpose of the onboarding process is to ensure that the appropriate paperwork and payroll requirements are completed, and system access is granted on your start date.

There are four (4) parts to the onboarding process, and they must be completed prior to your in-person meeting.

1. **In-person Appointment (schedule an appointment through xxx**)
	1. Please schedule your onboarding appointment: [Add directions]
		1. **For example [Only** select the “**On Campus In-Person Onboarding”** option]
		2. **Campus Map [Add a Link]**
		3. **Parking:**
	2. The following forms will need to be signed and verified during your in-person appointment:
		1. **State Oath of Allegiance**
		2. **Employment Eligibility Verification (I-9 Form)**

Review the [list of acceptable documents for I-9 verification](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) and choose from **List A or B and C** to bring to your appointment**.**

* You must bring **original** copies of our documentation with you. ***Copies/PDF* versions will not be accepted.**
* **I-9 verification is a federal requirement, failure to present original** **documents within three (3) business days of your employment start date will impact your ability to begin employment with UCR.**
1. **Section one (1) of the I-9 Form – Complete prior to your in-person appointment.**

Employment Eligibility Verification (I-9 Form, Section I): Part I of your I-9 employment eligibility verification will be completed in the Tracker I-9 system. You must enter the same name that is listed on the ID you plan to bring to your appointment. Complete section 1 by clicking the link below: [include custom link]

1. **Onboarding Packet via DocuSign (A second email from DocuSign will be sent to this email address).**
2. **Complete your Live Scan Requirements**

In-person Appointment (schedule an appointment through xxx)

**Location: Bannockburn Village – Suite H-108**

**3637 Canyon Crest Drive, Riverside, CA 92507**

**Hours of Operation: Monday – Thursday, 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:45 p.m.**

If you have any questions about the onboarding process or paperwork, prior to your appointment, please email me at name@ucr.edu