



## Key Paperwork:

Again, we would like to welcome you to Stanford. This onboarding meeting is intended to:

- Collect your Assignment Offer Letter
- Review and collect the Confidentiality Expectations Agreement
- Collect your Emergency Contact Information Form
- Review Timecard and Payroll Information at Stanford University
- Collect and verify the documentation that you provide for the I-9 Form

\*Please make sure to bring all the **completed** documents with you to the onboarding meeting

As stated in your assignment letter, **this offer is subject to your authorization to work as required by the Immigration Reform and Control Act of 1986**. You will be required to complete the employment Eligibility Verification Form (INS I-9) and provide appropriate documentation. Visa holders are also responsible for providing extension documents before the current expiration date in order to continue employment.

Please complete the I-9 Form *section one*, and bring acceptable documentation with you to your on-boarding meeting. Information about the I-9 and **acceptable forms of documentation can be found at this link** <http://www.uscis.gov/files/form/i-9.pdf>.

## Office Location:

[Insert office location and directions if necessary]

## University Policies:

Following are the current University policies that describe your responsibilities when dealing with confidential information. You are expected to review and maintain current knowledge of these relevant policies as you are asked to sign our Confidentiality Expectations form.

- Sign the Patent and Copyright Agreement for Personnel at Stanford – SU18 (you may sign this electronically in Axxess). [Click here to review.](#)
- Administrative Guide Memo: **1.1.1 University Code of Conduct**  
<https://adminguide.stanford.edu/chapter-1/subchapter-1/policy-1-1-1>
- Administrative Guide Memo: **1.5.2 Staff Policy on Conflict of Commitment and Interest**  
<https://adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-2>
- Administrative Guide Memo: **1.6.1 Privacy Policy**  
<https://adminguide.stanford.edu/chapter-1/subchapter-6/policy-1-6-1>

- Administrative Guide Memo: **6.0 Computing**  
<https://adminguide.stanford.edu/chapter-6>
- Administrative Guide Memo: **6.4.1 Identification and Authentication Systems**  
<https://adminguide.stanford.edu/chapter-6/subchapter-4/policy-6-4-1>

Learn about the University's sexual harassment policy and practices, and how to recognize and prevent sexual harassment by clicking on this link <https://harass.stanford.edu/>.

#### **Additional Information**

**Parking Permit:** If you plan on purchasing a campus parking permit, please see the following link for more information about parking permit options:

[http://transportation.stanford.edu/parking\\_info/ParkingInformation.shtml](http://transportation.stanford.edu/parking_info/ParkingInformation.shtml).

**ID Cards:** Temporary and Casual employees (paid through Stanford payroll) are eligible for a Stanford ID card. Please go to this link for more information on how to request for one.

<http://www.stanford.edu/services/campuscard/cardoffice.html>

**Environmental Health and Safety Department Notice:** Stanford is committed to a policy of safely and effectively managing asbestos on campus. The link below provides additional information.

[http://web.stanford.edu/dept/EHS/prod/general/asbestoslead/Asbestos\\_Notification\\_English.pdf](http://web.stanford.edu/dept/EHS/prod/general/asbestoslead/Asbestos_Notification_English.pdf)

To familiarize yourself with other **State, Federal, and University policies** that may affect you now or in the future, please review the information on the following link:

<https://cardinalatwork.stanford.edu/welcome-center/day-two-beyond/required-training-acknowledgements/policies>

Again, welcome to Stanford University. Should you have any questions regarding the enclosed documents, please let us know.

With kindest regards,

[Contact Name]

[Department]

[Contact Email]

[Contact Phone Number]