From: (Name, Title and Department Name)

Intended Audience: (Indicate who the people are who need to hear your message)

Subject: Informational - (Brief explanation of the communication topic)

Date of Communication:

Welcome to Clemson and the Clemson Family! We know you are busy with your transition and want to inform you of a time-sensitive task you'll need to perform within your first 48 hours of employment.

As an employee of Clemson University, you are required by federal law to complete a Form I-9, which documents verification of your identity and employment eligibility. To complete the form, please schedule an appointment to visit the Office of Human Resources (OHR) within 48 hours of your start date. OHR is located at 108 Pearman Boulevard, Administrative Services Building, Clemson, SC 29634-5337 (see map,) and the phone number is 864-656-2000.

Helpful Information

- Once your eligibility to work in the United States is verified, I will complete the hire entry into the Clemson University Business System. Successful completion of this entry will create your username and employee identification (emplid), which you will need during your onboarding.
- OHR's Onboarding unit will send an email to your personal email address welcoming you to Clemson, informing you of your username, emplid, the link to the Tigers at Work website, and steps to take to prepare for your first day of work.

Please feel free to let me know if you have any questions about information contained in this email. We look forward to your arrival, and again – welcome!