Dear NEW EMPLOYEE FIRST NAME,

Congratulations and welcome to Penn State University and Office of Physical Plant (OPP)!  We are excited for you to join our department and the OPP Team!

We hope to make your transition to OPP as smooth as possible.  I’ve listed several “priority assignments” below:

1. Please sign and return your offer letter, sent via email, within three days of receipt.
2. Upon receipt of your “Welcome to Penn State!” email, please complete the following:
3. call Data and Onboarding (at 814-865-1473) to obtain your PSU ID Number;
4. activate your PSU Access Account online; and
5. complete the online consent for a background check.

***PLEASE COMPLETE all of the items listed above as soon as you receive this request.  While we are eager for you to begin your career at Penn State, we need all of this completed information before you can begin work.***

1. On your first day with OPP you should report to the main lobby of the Physical Plant Building (on Park Avenue across from Beaver Stadium) at 7:30 a.m.
2. OPP orientation will begin promptly at 7:30 a.m.  This program lasts approximately two hours.  If you are unable to complete your onboarding paperwork at the 331 Building in Innovation Park (Office of Human Resources) prior to your first day with Penn State, please schedule a time after 9:30 a.m. on your first day of work to visit the Onboarding area referenced above.
3. If you complete your onboarding paperwork prior to your first day, you should ask for and obtain a temporary parking pass.  If you will be completing your onboarding paperwork on the morning of your first day, you should park on the same side of Park Avenue as the Physical Plant Building in the Orange Parking Lot.  Following your OPP orientation and onboarding paperwork at the 331 Building, you will sign up for your parking pass with the OPP Receptionist.  If you are issued a parking ticket from Penn State’s parking office, please give it to the OPP Receptionist who will work with Penn State’s Parking Office to void the ticket.

Please feel free to contact me should you have any questions.   Again, I look forward to building our relationship.

Regards,

Supervisor name

Supervisor Office/Cell Phone Number