



# Offer Letter Resources

## REMOTE WORK

- Any remote work must follow [Remote/Hybrid Work guidelines](#), as well as [Working Outside of Illinois guidelines](#), if applicable.
- Templates cannot be used for these countries: Cuba, Iran, North Korea, Sudan, Syria, the Crimea region of Ukraine and Venezuela)
- Please ensure the exact remote location is added (town and country)
- For offers where the work is being performed remotely “This work may be performed remotely”
- For GAs: “This offer may be contingent upon your physical presence in the US and/or the source of funds that support your appointment”
- For TAs: “This offer is also contingent upon sufficient enrollment and/or the ability to offer the course on-campus”

## MOVING EXPENSES, LANGUAGE FOR OFFER LETTERS

### One-time payment to the employee (only)

“You will receive a one-time moving payment of \$XX,XXX in relocation assistance, processed directly to you after your first regular paycheck. This assistance is taxable income and the appropriate withholding from your pay will be applied.”

**Direct payment to a University of Illinois System-contracted moving vendor (only)**

The unit will provide relocation assistance up to \$XX,XXX to be paid directly to a University of Illinois System-contracted moving vendor. This assistance is taxable income and the appropriate withholding from your pay will be applied.

**Reimbursement for relocation expenses incurred to the employee (only)**

The unit will reimburse up to \$XX,XXX for expenses incurred during the relocation process. This assistance is taxable income and the appropriate withholding from your pay will be applied.

**Direct payment to a University of Illinois System-contracted moving vendor, then reimbursement for relocation expenses incurred to the employee**

The unit will provide relocation assistance of \$XX,XXX to be paid directly to a University of Illinois System-contracted moving vendor. If the entire amount of relocation assistance is not utilized by the vendor, the unit will then reimburse you for other expenses incurred during the relocation process, up to the remaining amount. This assistance is taxable income and the appropriate withholding from your pay will be applied.

**Direct payment to a University of Illinois System-contracted moving vendor, then one-time payment to employee**

The unit will provide relocation assistance of \$XX,XXX to be paid directly to a University of Illinois System-contracted moving vendor. If the entire amount of relocation assistance is not

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utilized by the vendor, you will then receive a one-time moving payment for the remaining amount, payable after your first regular paycheck. This assistance is taxable income and the appropriate withholding from your pay will be applied.

Additional information can be found at <https://www.obfs.uillinois.edu/bfpp/section-8-payments-reimbursements/moving-reimbursements>.

### **NEW HIRE SIGN ON INCENTIVE LANGUAGE FOR OFFER LETTERS**

"In accordance with applicable University policies, you will receive a one-time sign-on incentive of \$X. It is anticipated this payment will be processed within the first 60 days of your employment. This incentive compensation is taxable income and is subject to appropriate withholding. Reimbursement of the sign-on incentive may be required if your employment is terminated, involuntarily or voluntarily, within the first 12 months."

### **EXPORT CONTROL LANGUAGE FOR OFFER LETTERS**

Some colleges or units need to comply with [Export Control](#) measures; if unsure if these provisions apply, please consult with your college or major administrative unit human resources contact. For units following export control measures, a consistent employee e-class application of the below language is recommended.

"This offer is also contingent upon initial and continued export control review in accordance with the [University of Illinois Export Control Policy](#)."

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**OFFER ENCLOSURES**

[General Terms of Employment for Academic Staff](#)