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**NEW HIRE CHECKLIST**

**Employee Name:**

**Banner ID:**

**Home Department:**

**Supervisor Name:**

**Start Date:**

*The following is a list of forms that will need to be completed upon the arrival of each new employee,* ***on or before their first day of employment:***

Electronic I-9 with attached Acceptable Documents

E-Verify Inquiry Completed

Personal Data Form (PDF)

Alabama Employee’s Withholding Exemption Certificate (A4)

City of Auburn Employee’s Withholding Exemption Certificate (C4)

Employee’s Withholding Allowance Certificate (W4)

Alien Employment Form and copies of documents (if applicable)

Offer Letter

*Other administrative items new employees will need assistance with include the subjects below. For links to access more information on any of the topics on this page,* [*please click here to visit the New Employees website.*](http://www.auburn.edu/administration/human_resources/hrd/neo.htm)

Phone and Voice-mail set up (if applicable)

Computer Access (including hardware)

AU Access Password

Banner Access

E-mail Activation

Parking Privileges

Direct Deposit

Purchasing Card Authority (if applicable)

Keys/swipe card access for buildings and office

SANS Security Training

Business Cards (if applicable)

Auburn University Identification Card

Introduce other team members

**Human Resources | 1550 East Glenn Avenue | Auburn University, Alabama 36849-5126 | (334) 844-4145**