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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

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