

Dear TES Employee:

Welcome to Temporary Employment Services!

Upon completing new employment forms, you were issued a banner number and a user name. Once you are processed in the banner system, you can then enter your direct deposit information on line.

DIRECT DEPOSIT IS MANDATORY! In order to have this access and your email activated, go to www.auburn.edu/myaccount and click on **ACTIVATE ACCOUNT** and follow the directions or have your supervisor assist you. If you are using a computer that is not connected to the university system, please ask for VPN access. You can also contact the Help Desk for assistance at 334-844-4944. Once your access is activated:

Go to:

www.auburn.edu

Select **AU ACCESS**

Log in using your user name and password

Select **SELF SERVICE BANNER**

To enter direct deposit information, select **BANK ACCOUNT UPDATE**

To view pay stub, select **PAY INFORMATION**

If you need additional assistance, please do not hesitate to call the Temporary Employment Services at 334-844-7363. Thank you.

Sincerely,

Mary Hoerlein Prather, Manager

Temporary Employment Services

Auburn University