



New Employee
Auburn University, AL 36849

Dear New Employee:

Welcome to Auburn University! As you begin your new job at the University, we want you to be informed and feel supported and prepared to handle the requirements of your position. We have created this welcome packet to help you become a productive and significant contributor more quickly and to prepare you for your new position and the centralized New Employees Orientation.

The packet contains a Welcome Checklist, Answers to Frequently Asked Benefits Questions, and several forms that should be completed in advance and need to be submitted to your department on your first day of employment.

The Payroll and Employee Benefits Office and Human Resources invite you to attend an **orientation for new employees** on **Thursday at 8:00 a.m.** in the HRD Training Facility located in the **AU Employment Center; lasting until approximately 11:45 a.m.** There is an optional walking campus tour that you can attend at 1:00 p.m. on the date of your orientation. The tour will last until 3:30. If you are interested in the tour, please let us know so we can make a reservation for you.

The AU Employment Center is located at 146 North Gay Street. There is limited parking available. To get directions to the AU Employment Center, please go to this website:
http://www.auburn.edu/administration/human_resources/hrd/hrdmap.htm

You may park in the 4 spaces beside the building and the first few spaces behind the building (as long as there is not a sign that says "Reserved for Suite xxx"). If those are full, you can also park in the gravel lot behind the building. You may also take the Tiger Transit's Ross-Harper Line. It picks up at Haley Center and drops off in front of the AU Employment Center. To return to campus, it picks up on Magnolia Avenue across from Auburn United Methodist Church.

Sincerely,

Kelli Henderson
Human Resource Development Office

Welcome Checklist

Most of the items listed here should be completed before your first day, on the first day, or at New Employees Orientation. The better you are prepared, the more quickly you can settle into your new positions. Questions about these items can usually be answered by your supervisor or the principal administrative person in your new work unit—we refer to that administrative person as an **Human Resources (HR) Liaison**. If that person does not know the answer, he or she can help you contact us, or you may find it useful to visit the Human Resource Development Web site at this address http://www.auburn.edu/administration/human_resources/hrd/ or the Payroll and Benefits Office Web site at www.auburn.edu/payroll

Before your first day at work, please

____ Contact your department to confirm your **arrival time** and to determine **parking information**.

____ Confirm that you have the appropriate **proof of identity** to review with your supervisor on your first day of employment in order to complete the Employee Eligibility and Verification (Form I-9). The form is part of this packet, and acceptable documentation is listed on the back of the form.

____ Complete the **federal and state withholding forms**.

____ Complete the **Direct Deposit Authorization** form and attach a **voided check** to it. Direct deposit is required for all University employees.

____ Locate and bring with you on your first day your **Social Security Card** so that we can ensure that the name on the card is the same name that is entered into the payroll system.

____ Complete the **Auburn University Personal Data Form (PDF)**. The information on the PDF will assist Human Resources with the process of entering you into the University's Human Resource Information System.

____ Take some time to familiarize yourself with the **benefits** that the University offers at the Payroll and Employee Benefits website (www.auburn.edu/payroll). You will be asked to make your benefits selections at orientation.

____ For **foreign nationals**: After receiving your official offer letter and prior to beginning employment with Auburn University, you must **contact the Office of International Education (OIE)** in Hargis Hall, phone (334) 844-4538 or email balchsa@auburn.edu , to **verify your work status** and **complete alien tax documentation**. The I-9 documentation discussed below in the next section cannot be completed on your first day of employment until your work status is verified and the alien tax documentation has been completed. Please contact OIE to make an appointment before your first day of employment.

On your first day of work, please submit or show these forms to the appropriate person in your work unit:

____ **Employee Eligibility and Verification** (Form I-9)–Please bring with you the specific documents establishing your identity and authorization to work in the United States and present them to your **supervisor or departmental HR Liaison** for review and verification. Acceptable documentation is listed on the back of the form.

____ **Federal and state tax withholding forms** (Form W-4 and A-4)–Complete the enclosed forms and submit them to **your supervisor or HR Liaison** for transmission to the Payroll and Benefits Office.

____ **Direct Deposit Authorization**–Complete the enclosed Authorization Agreement for Automatic Deposit and include it with your tax withholding forms for submission to the Payroll and Benefits Office; be sure to include a voided check. Direct deposit is required for all University employees.

____ **Social Security Card**–Show your Social Security Card to the HR Liaison.

____ **The Auburn University Personal Data Form**–give this completed form to the HR Liaison in your work unit.

Be prepared to bring the following information with you to the New Employees Orientation in order to complete the forms for enrollment in the benefits programs for which you are eligible:

____ **Blue Cross Blue Shield health insurance:**

Name, date of birth, and Social Security number of each covered dependent. See the attached list of frequently asked questions for a full definition of dependent.

____ **Blue Cross Blue Shield dental insurance:**

Same as for health insurance.

____ **Retirement Systems of Alabama:**

Name, date of birth, and address of person or persons you wish to name as beneficiary.

Additionally, we recommend that you have

____ (1) some **general conception of your insurance needs** and

____ (2) **knowledge of your spouse's insurance status**. Particularly if you are married and your spouse is employed and participating in employee insurance benefits, you will find it helpful in the development of your own benefits program to have discussed with your spouse, in advance, the insurance programs you will enroll in as part of your benefits package.

You may wish to visit the Payroll and Employee Benefits website (www.auburn.edu/payroll) to gain an understanding of the benefits that are offered. We have attached some frequently asked questions which also may help you to prepare for the benefits segment of the orientation.

Answers to Frequently Asked Benefits Questions

1. Q Who is considered as my dependent?

A **Eligible dependents** are:

1. your spouse
2. an unmarried child under age 19
3. an unmarried child age 19 to 24 while a full-time student in a state accredited school, not working full-time and chiefly depending on you for support
4. an unmarried child under age 19 (or 24 if a “full-time student”) while a “qualified medical child support order” exists for the subscriber
5. an incapacitated child who is not able to support himself and who depends on you for support, if the incapacity occurred before age 19 (or 24 if a “full-time student”) and while covered by the plan. The child may be a natural child, a stepchild, a legally adopted child, or a child placed for adoption.

2. Q **May I take the forms home** to complete and return them later?

A No, not completing the forms during the orientation session could delay your first pay check; therefore, we ask that you make all your benefit choices at that time.

3. Q My appointment is for less than 100% time. Am I eligible for benefits?

A Your appointment must be for 100% time to qualify you for eligibility for all the insurance programs and the University matching portion of a tax-deferred annuity. If your appointment is for **50% or greater and for at least one year, you are eligible to participate in the Retirement Systems of Alabama.**

4. Q I do not expect to continue working at Auburn University until I retire. Do I have to become a member of the Retirement Systems of Alabama?

A Yes, it is **mandatory that all eligible employees join the Retirement System.** This is a requirement of the State of Alabama, not of Auburn University.

5. Q If I elect not to enroll in the insurance programs during the first 30 days of my employment, can I sign up later?

A In November of each year there is open **enrollment period** during which you may enroll in, make changes to, or drop the **health and dental** plans. The effective date is January 1 of the following year. All employees who enroll in one of the dental plans will make a commitment to be in the program for at least two plan years. Other than during the open enrollment period you may not make a change unless there is a change in life status in accordance with Internal Revenue Service regulations. Application for voluntary **life insurance** may be made at any time by furnishing a complete Statement of Health. Coverage is subject to approval or disapproval by the life insurance company.

6. Q What is a **Flexible Spending Account** Plan?

A This plan gives you, as an eligible employee, the chance to pay for certain covered health care and dependent care expenses with pre-tax dollars provided through salary reduction. As you incur covered expenses, they are reimbursed up to the amount that you will contribute during the plan year through salary reduction. By using pre-tax dollars to fund the FSA, you reduce your out-of-pocket expenses by the amount of the taxes that are saved.

7. Q **When can I enroll** in the Flexible Spending Account Plan?

A As a new employee, you have 30 days from the date of employment to enroll for the current plan year. Each year thereafter, new election forms must be executed during November for the next plan year which is January 1 through December 31.

8. Q Do I have to pay **city tax** even if I do not live in Auburn?

A Yes, if you work within the city limits of Auburn, you are required to pay the 1% occupational license fee.

For more information, visit the Payroll & Employee Benefits Website at:

www.auburn.edu/payroll