Auburn University
New Employee Orientation Summary

• New Employee Orientation conducted by Human Resources and Payroll and Employee Benefits.

  - Orientation is held in the Human Resource Development Training Facility in the AU Employment Center at 146 North Gay Street.

  - The session begins at 8:00 AM and will conclude around 10:30-11:00, depending on how long it takes the employee to fill out the benefits information, on the day announced in the letter to the employee—we furnish the supervisor a copy of that information.

  - There is parking available behind the building at this location; please do not park in the slots that have reserved signs on them.

  - We recommend that someone from the work unit escort the new employee to the orientation.

• Topics covered in Orientation:

  - Mission and Vision Statement of Auburn University
  - History of Auburn University
  - Working Hours
  - Overtime and Payment for Overtime
  - Probationary Period of Employment
  - Performance Development Process
  - Tiger Transit System Operation
  - Parking: Receive temporary parking permit and instructions on how to apply for permanent hang tag.
  - Information on how to obtain an Identification Card
  - Location and availability of Personnel Record
  - Promotion Policy and Job Opportunities
  - Training and Development
  - Leave Policy
  - University Holidays
  - Educational Improvement Benefit
  - Dependent and Family Member Educational Assistance
  - Employee Handbook
  - Employee Assistance Program
  - Spirit of Excellence Award
  - Campus Safety
  - General Information (Discount at the Bookstore, Credit Union, Wellness Program, AU Report)
  - Benefits Enrollment (health insurance, life insurance, retirement plans, Flexible Spending accounts, etc.)