



## HR Liaisons Network Meeting Agenda

DATE: September 5, 2019    ATTENDING: HR Liaisons and HR Staff

Topic	Speaker
<b>I. Welcome &amp; Announcements</b> A. <b>Staff Updates</b> i. Receptionist ii. HR Strategic Initiatives iii. Instructional Designer B. Metal Detector & Security – East Glenn Administrative Complex C. Onboarding Center update	Karla McCormick
<b>II. HRL Updates</b> A. <b>HRL Updates</b> i. Next meeting – currently scheduled October 10, 2019 ii. HRL Newsletter – 8/22/2019 iii. Development – interviews in process iv. Liberal Arts – currently posted B. <b>HRL Resources Advisory Council</b> i. Meeting – August 12, 2019 1. TES Survey distribution 2. Salary Offers - change 3. Concurrent Experience 4. Community Service Leave ii. Next meeting – scheduled September 16, 2019 1. Topics - TBD	Leanne Fuller
<b>III. Campus Relations</b> A. Employee Recognition Week – 2020 B. Lactation Rooms C. Layoff / Reduction in Force Policy	Sonya Dixon Linda Maxwell Evans
<b>IV. Benefits Update</b> A. Post-Doctoral Fellows	Ann Shore
<b>V. Compensation &amp; Classification</b> A. Updated Pay Evaluator B. Salary alignment moratoriums C. Counting Concurrent Experience D. Salary Offers – change E. Project Update	Shelly Murray
<b>VI. Human Resource Development</b> A. *New* employee orientation video B. Tiger Transit route - New C. In development – On-line courses	Kim Graham
<b>VII. Employment Services</b> A. JumpStart Q & A B. Employment Application changes C. TES Survey reminder	Chris Thompson Abbi Brown
<b>VIII. Q&amp;A</b>	Karla McCormick



# HR LIAISON NETWORK MEETING

# WELCOME AND ANNOUNCEMENTS

*Karla McCormick, AVP, Human Resources*







# HR LIAISON NETWORK MEETING

# HR LIAISON UPDATES

*Leanne Fuller, Director, Human Resources Services*







# HR LIAISON NETWORK MEETING

# CAMPUS RELATIONS

*Sonya Dixon, Manager, Employee Relations*

*Linda Maxwell-Evans, Director, Campus Relations*





# EMPLOYEE APPRECIATION WEEK

- April 6-10, 2020
- Tentative schedule:
  - **Monday, April 6:** Departmental Celebration
  - **Tuesday, April 7:** Administrative Professionals' Day Conference
  - **Wednesday, April 8:** Employee Recognition Program
  - **Thursday, April 9:** Employee Picnic
  - **Friday, April 10:** TBD







# LACTATION SPACES

*[aub.ie/lactationrooms](http://aub.ie/lactationrooms)*

- AU Administrative Complex (Room 1213)
- AU Medical Clinic (Room 2002B)
- Bailey Small Animal Teaching Hospital (Room 2131)
- Campus Safety and Security Building (Room 161)
- Comer Hall (Room 104)
- Foy Hall (Room 317)
- Goodwin Hall (Room 101A)
- Poultry Science (Room 201B)
- Ralph Brown Draughon Library (Room 2320U)
- Risk Management and Safety, Building 9 (Room 157)
- Ross Hall (Room 206)
- School of Forestry and Wildlife Sciences (Room 4325)
- School of Nursing (Room 2204)
- Swingle Hall (Room 201A)





# HR LIAISON NETWORK MEETING



# BENEFITS UPDATE

*Ann Shore, Executive Director,  
Benefits, Payroll, and Records*



# POSTDOC BENEFITS





# WHAT IS HAPPENING?

- Effective Oct. 1, 2019, changes are occurring to several benefits that are available to eligible Postdocs at Auburn University.
- **Why?** After reviewing our benefits, along with the benefits offered by other peer and statewide universities, we are updating these benefits to ensure that our total package to Postdocs remains competitive.
- ***With this updated benefits package, AU will continue to attract talented researchers as Postdocs.***



# WHAT IS STAYING THE SAME?

## **Postdocs can still take advantage of the following benefits:**

- Health insurance through AU's existing employee group plan (*for full-time Postdocs*)
- Voluntary benefits (dental, vision, cancer, critical care, supplemental life, and supplemental long-term disability insurances)
- Flexible Spending Account (*for medical and dependent care*)
- AU's voluntary retirement plans (*when applicable, Postdocs can still receive the University match*)
- Employee Education Benefits
- Tiger Perks, AU Bookstore discount, and Auburn University Federal Credit Union





# WHAT IS CHANGING?

- Mandatory retirement
- Leave accrual (paid time off)
- Some employer-paid insurance plans
  - Employer-paid, long-term disability insurance
  - Employer-paid, salary continuation plan/short-term disability
  - Employer-paid life Insurance



# MANDATORY RETIREMENT CHANGES

## Before Oct. 1, 2019

Postdocs were required to contribute a percentage of their salary (in most cases, 6 percent) to TRS.

## After Oct. 1, 2019

- New and current postdocs will no longer contribute to TRS.
- Postdocs who have previously contributed to TRS will have the option of keeping their current contributions in TRS or having them refunded.
- If the Postdoc is later hired in an eligible position, he or she may, upon completion of two years of full-time participating membership, purchase the previously refunded account.

# LEAVE ACCRUAL CHANGES

## **Before Oct. 1, 2019:**

- Most postdocs received 13.34 hours of annual leave per month, in addition to sick leave.

## **After Oct. 1, 2019:**

- 12-month Postdocs will receive eight hours of paid time off per monthly pay period for combined annual leave and sick leave. (96 hours annually)
- 9-month Postdocs will receive four hours of paid time off per semimonthly pay period for combined annual leave and sick leave. (72 hours annually)
- Postdocs are eligible for AU holiday pay.





# MORE LEAVE ACCRUAL CHANGES

## **After Oct. 1, 2019:**

- Summer assignments of .50 full-time equivalent (FTE) or more will accrue paid time off per pay period based on the assignment's FTE.
- On Oct. 3, leave balances for current Postdocs will transfer to their paid-time off bank.
- The maximum amount of paid time off that can be carried over each year is 192 hours.
- Postdocs will be eligible to be paid for up to 173.3 hours of paid time off at termination of employment.



# SPECIAL ENROLLMENT PERIOD

- Current postdocs will have the opportunity to change their benefit elections or purchase benefits during the period of Sept. 2-13.
- These changes would become effective on Oct. 1, 2019.
- Additional information will be available at [aub.ie/pdbenefits](http://aub.ie/pdbenefits)



# SPECIAL MEETING

- Current postdocs and mentors can learn more about the changes at a forum which is planned for Sept. 6.
- It will be held from 3 p.m.-4 p.m. in Mell Classroom 2250.
- The meeting will be held in conjunction with the Graduate School.
- Additional information forthcoming from the Graduate School.





# QUESTIONS OR COMMENTS?





# HR LIAISON NETWORK MEETING

# COMPENSATION AND CLASSIFICATION

*Shelly Murray, Manager,  
Compensation Administration*

*Rod Kelly, Executive Director,  
Compensation and Classification*





# PAY EVALUATOR UPDATES

## Coming soon!

- Addition of FTE field – provides visibility for part-time pay rates vs. annualized
- Working on a “fix” for newly-created job codes and titles
- Adding “required field” visibility
- Changing to One Password – One database
- Requiring completed work history calculator
  - visibility to situations where  $FTE > 1.0$
- Accommodating new 5-Point Performance Rating Scale
  - Performance factor rating selection now mirrors 5-point scale



# SALARY ALIGNMENT MORATORIUM

- University Staff Employees –September 2 until October 13
- Administrative & Professional Employees –September 2 until October 31



# SALARY OFFER CHANGES

- Compensation will now collaborate with hiring managers and HR Liaisons in the development of salary offers for new hires. The only change from the HRL's perspective is with whom to discuss salaries.
- Salary Offer Process
  - Department notifies Employment of the finalist.
  - Employment creates packet with the application, resume, posting announcement, and Excel Pay Evaluator (from HRL).
  - Employment enters the new hire information into the Salary Offer Process (in SmartSheet) and attaches the packet. This notifies the assigned Compensation Specialist for review.





# SALARY OFFER CHANGES (CONT.)

- Compensation Specialist collaborates with the supervisor and HRL, reviews and validates ratings, asks about potential alignment opportunities, and obtains Compensation signatures.
- Compensation releases approved Pay Evaluator directly to HRL, copying Employment.
- HRL secures signatures, returning Pay Evaluator to Employment.
- PDF is compatible with AdobeSign.



# PROJECT UPDATE

- All required signatures should be secured by end of day, today.
  1. MERCER – Professional Services Contract
  2. MERCER / IPE (Job Evaluation Methodology) — EULA
  3. PayScale / MarketPay (Compensation Data Management) — EULA
- Project work plan information coming soon.





# HR LIAISON NETWORK MEETING



# HR DEVELOPMENT

*Kimberly Graham, Instructional Designer*



# TIGER TRANSIT

## **Tiger-Transit East Glenn Line**

- From the Administrative Complex to the Mell St. Depot (15 minutes)
- From the Mell St. Depot to the Administrative Complex (10 minutes)





# HR LIAISON NETWORK MEETING



# EMPLOYMENT SERVICES

*Chris Thompson, Manager,  
Employment Administration*

*Abbi Brown, Director, Employment Services*





# HR LIAISON NETWORK MEETING

# **REDUCTION IN FORCE/ LAYOFF POLICY**

## **(Non-Faculty Positions)**

**Responsible Office:** **University Human Resources**

### **I. POLICY STATEMENT**

Auburn University may occasionally be required to eliminate non-faculty positions due to re-prioritization of work, elimination of work, reorganizations, fiscal constraints, changing business priorities, temporary funding restraints, or other operational needs. When such needs necessitate a reduction in force or layoff, the University is committed to a consistent, equitable and legally compliant process.

### **II. POLICY PRINCIPLES**

Auburn University accomplishes its mission through the effective utilization of a knowledgeable, responsible and stable workforce. In times of business and/or financial necessity, the University must determine the priority for retaining academic and non-academic programs and services. The number and type of positions, the number of personnel, and the extent of funding commitment for the continuance of such programs and services are the sole responsibility and authority of the University and will be based on business necessity as determined by University administration.

#### **A. Reduction In Force**

A reduction in force (RIF) is defined as a separation from employment due to lack of or elimination of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated.

A RIF may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity within a work group or across work groups, such that it would be economically feasible and responsible to reduce the number of employees in a unit or department. The University business needs are top priority when it becomes necessary to initiate a reduction in force. Under no circumstances shall a reduction in force be used to address poor performance, misconduct, violation of university policy or other similar reason that can be addressed through the disciplinary process.

The decision to initiate a reduction in force is a culmination of the work of the unit/department, in consultation with University Human Resources. Any department anticipating a reduction in force must consult with University Employee Relations prior to any communication with affected employee(s). A reduction in force may not be implemented without written approval of the President or Executive Vice President.

When a reduction in force is anticipated, the unit/department will ascertain work and staffing needs and provide written justification to appropriate administrators. The criteria for determining employees affected by a reduction in force is based on the analysis of business needs and the new organizational structure.

#### **1. Assessment and Position Selection**

Following an analysis of the academic and business needs and determination of the new organizational structure, the following steps should be used to identify the positions that will be eliminated by a reduction in force.

- a. The first step is an analysis of the job functions that the unit or department needs going forward and the positions that will be retained and eliminated. This step is based solely on the job functions of positions and the business needs of the unit or department.
- b. The second step is to evaluate the skills and qualifications of individual employees, but only when there are multiple incumbents in a position that has been selected for elimination. The Office of Human Resources

will assist in the review process, evaluate performance criteria and provide seniority validations. In this multiple incumbent situation, one or more of the following factors may be considered in the assessment:

- *Skills and qualifications* – special skills may be considered, additional education, licensure and certification;
  - *Performance* – a comparison of performance reviews, recognized exceptional performance, performance improvement plans, discipline, attendance (specifically done in collaboration with University Employee Relations);
  - *Length of employment* – review Auburn University employment to the extent that employees are otherwise equal in skills, qualifications and performance. Seniority is based on the University hire date and prorated for periods of part-time employment.
- c. The Equal Opportunity, Affirmative Action Office and University Employee Relations will complete an adverse impact study.

## 2. Notice to Affected Employees

When a position is eliminated, the University will give the affected employee advanced written notification, during which time the affected employee will remain in active employment status. If administratively feasible, affected employee(s) will be given at least 30 days' notice of the effective date of the reduction in force, although extenuating circumstances may result in a shorter notice period. University Employee Relations will assist in preparing the written notice to the employee as well as confirm any final pay and/or benefit eligibility.

In some situations, it is in the best interests of the employee or the department that the notice period is a non-working notice period; this decision should be made in consultation with Human Resources. The employee should be informed, during notification, whether the notice period will be working or non-working (or some of both). For a non-working notice period, the employee shall be placed on paid administrative leave. The supervisor must provide the employee with written notification regarding the position elimination. The notice period begins the first day following the notification.

However, if there is a RIF or layoff that triggers additional notice requirements under federal or state law, the University will comply with all notice requirements as may be required by law.

## 3. Priority Applicant Status

Priority applicant status provides an eligible employee whose position has been eliminated the opportunity to work with a recruiter in human resources and to receive priority in being offered interviews within Auburn University. The priority applicant status will be in effect for six months from the date of the notification. Employees are eligible for priority applicant status if they meet the following criteria:

- Performance evaluations for the immediately preceding 12 months reflect at least "meets expectations" job performance;
- No documented performance improvement plan or equivalent for the preceding 12 months; and
- No documented disciplinary action or equivalent for preceding 12 months.

Hiring Managers will receive resumes/profiles of priority applicants who apply for and meet the requirements of their open positions. They are encouraged to interview these candidates; however, priority applicant status does not guarantee an interview.

## 4. Benefits for Employees Affected by a Reduction in Force

Employees affected by a RIF are eligible for all benefits received by regularly terminated employees. In addition, employees who have been separated by reduction in force may continue to pay the employee portion of health benefits for the first six months of COBRA coverage, with the University subsidizing the remainder of the applicable COBRA rate. Beginning with the seventh month, regular COBRA rates will be assessed. Employees affected by a RIF will have all annual leave, up to the university allotted amount as carryover, disbursed at termination (following regular payroll procedures).



#### 5. Refill of Eliminated Position

Position(s) eliminated during a RIF may not be refilled for at least 24 months following the RIF except in unusual situations where funding is unexpectedly restored.

### B. Layoff Status

A Layoff is the temporary removal of a regular staff employee from work for a period not exceeding six months. A layoff can be temporary or seasonal and occurs when, in the judgment of the University, a temporary reduction in the workforce or of a particular kind of work is necessary within a particular unit. Layoffs can also occur with a **temporary** reduction in funding, where reinstatement of funding is customary. There is no break in continuity of University service during a layoff.

The decision to initiate a layoff is a culmination of the work of the unit/department, in consultation with University Human Resources. Any department anticipating a layoff must consult with University Employee Relations prior to any communication with affected employee(s). A layoff may not be implemented without written approval of the President or Executive Vice President.

#### 1. Assessment and Position Selection

Within each job classification in each recognized Auburn University division or unit, layoffs will be initiated considering University seniority (date of last continuous full-time employment) beginning with the least senior date.

a) Where affected employees have the same University seniority, unit seniority (date of last continuous full-time employment in the unit) will be the guiding factor.

b) Employees affected by layoff because of their seniority who, on the effective layoff date, may be on authorized Sick Leave or Leave Without Pay, will not be reassigned elsewhere nor placed on layoff status until their Sick Leave or Leave Without Pay period has been completed.

#### 2. Notice to Affected Employees

Any pending layoff notification will be provided in writing to affected employees as much in advance as possible before the effective date, with two weeks being the minimum notification period, if administratively feasible.

#### 3. Benefits for Employees in Layoff Status

- a. Benefits in effect prior to layoff may be continued during the layoff period provided the employee arranges with University Payroll for prepayment of the employee portion of the premiums.
- b. Accrued unused sick and annual leave balances for affected employees will be "frozen" effective with the layoff. If recalled from layoff, these unused balances will be reinstated. If an employee is terminated from employment, the employee will be paid unused annual leave in accordance with normal terminal leave pay practices.
- c. Long-term disability: No benefits can be claimed nor will any be paid during the layoff period. However, when recalled during the layoff period, the employee will not be required to satisfy the one-year waiting period.
- d. State Teacher's Retirement Plan: Contributions cannot be withdrawn until employees either resign or terminate from employment. If recalled during the layoff period, contributions will automatically be resumed if otherwise eligible.

#### 4. Recall from Layoff

a. Employees in layoff status, including those who volunteer for layoff, will be recalled by University seniority date on the principle of "last out, first in." They will be recalled to their regular permanent position.

b. The salary level for a recalled employee will be the same as prior to layoff, unless there has been a general pay change for that classification in the interim.

c. After six calendar months in layoff status, the employee will be terminated from employment, unless the university has sufficient evidence to support funding reinstatement.

### **III. EFFECTIVE DATE**

August 2019

### **IV. APPLICABILITY**

This policy applies to all non-faculty employees of Auburn University. This policy is not applicable to employees employed through Temporary Employment Services (TES), student workers, or employees employed in a limited term appointment.

### **V. POLICY MANAGEMENT**

***Responsible Office:*** University Human Resources

***Responsible Executive:*** Associate Vice President, Human Resources

***Responsible Officer:*** Executive Director, Campus Relations

### **VI. DEFINITIONS**

- A. Reduction in Force (RIF) - A separation from employment due to lack of or elimination of funds, lack of work, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the employee will be recalled because the position itself is eliminated.
- B. Layoff – The temporary removal of a regular staff employee from work for a period not exceeding 6 months. A layoff can be temporary or seasonal and occurs when, in the judgment of the University, a temporary reduction in the workforce or of a particular kind of work is necessary within a particular unit. Layoffs can also occur with a **temporary** reduction in funding, where reinstatement of funding is customary (such as in government shut down).
- C. Non-faculty employees – employees of Auburn University that are classified as staff or administrative-professional.
- D. Reorganizations – a change or restructuring of departmental operations typically based on changing priorities within the department or organization.
- E. Elimination of program(s) – defined as a program within the department that no longer is needed to operate based on current purpose or priority of the department.
- F. Seniority date – Calculation of an employee's length of service at Auburn University.

### **VII. POLICY PROCEDURES**

The Employee Relations unit of Human Resources will provide guidance and coordinate discussions with appropriate departments at Auburn University in the execution and communication of layoff activities. Refer to Supervisor Guide to Layoff/Reduction in Force and Layoff/Reduction in Force Procedures.

### **VIII. SANCTIONS**

Violations of this policy and associated procedures will be addressed through the appropriate disciplinary actions.

### **IX. EXCLUSIONS**

No exceptions to this policy

**X. INTERPRETATION**

Associate Vice President, Human Resources

# Auburn University Lactation Spaces

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## **Auburn University Administrative Complex**

Room 1213  
1550 East Glenn Avenue  
Contact: [Lane Sullivan](#), (334) 844-4145

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## **Auburn University Medical Clinic**

Room 2002B  
400 Lem Morrison Drive

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## **Bailey Small Animal Teaching Hospital**

Room 2131  
1220 Wire Road  
Contact: [Nichole Diehl](#), (334) 844-2663

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## **Campus Safety & Security Building**

Room 161  
543 West Magnolia Avenue  
Contact: [Regina Hutchinson](#), (334) 844-2257

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## **Comer Hall**

Room 104  
181 Roosevelt Drive  
Contact: [Amanda Smitherman](#), (334) 844-3203

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## **Foy Hall**

Room 317  
282 West Thatch Concourse  
Contact: (334) 844-4794

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## **Goodwin Hall**

Room 101A  
320 West Samford Avenue  
Contact: [Sarah Ferguson](#), (334) 844-4166

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## **Poultry Science**

Room 201B  
260 Lem Morrison Drive  
Contact: [Lisa Griffin](#), (334) 844-4133

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## **Ralph Brown Draughon Library**

Room Number 2320U  
231 Mell Street  
Contact: Check out the room at the 1st floor circulation desk

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## **Risk Management & Safety, Building 9**

Room Number 157  
1161 West Samford Avenue  
Contact: [Ginger Vedder](#), (334) 844-4870

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## **Ross Hall**

Room 206  
222 Foy Union Circle  
Contact: [Naomi Gehling](#), (334) 844-4827,  
or [Elaine Manning](#), (334) 844-2014

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## **School of Forestry and Wildlife Sciences**

Room 4325  
602 Duncan Drive  
Contact: [Michelle Straw](#), (334) 844-1070

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## **School of Nursing**

Room 2204  
710 South Donahue Drive  
Contact: [Nancy Harrelson](#), (334) 844-6767

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## **Swingle Hall**

Room 201A  
382 Mell Street  
Contact: [Karen Booker](#), (334) 844-9206

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AUBURN UNIVERSITY

HUMAN RESOURCES

## Best Practices for New Employee Orientation Scheduling

### Faculty

New faculty members who will be hired at full-time status for at least 1 year (9 or 12 months as appropriate to the appointment) must attend a New Employee Orientation session within the first 30 days of their **full time appointment**.

Orientation sessions are held in Room 1206 of the AU Administrative Complex located at 1550 E. Glenn Ave.

**To provide the best onboarding experience possible to our new AU Family, please assist us by following the instructions below.**

1. Register your faculty member for new employee orientation by sending the following information to [orientation@auburn.edu](mailto:orientation@auburn.edu).

- Date and time of preferred orientation session: example: **Thursday August 16<sup>th</sup> at 8:00am**
- Acknowledging paperwork is due to HR Records by close of business on: **example: Monday, August 13th**
- Name and title (Mr. Ms. or Dr.):
- Current e-mail:
- Department:
- Job title:
- FTE:
- Immediate supervisor:
- Will they supervise other full-time employees:
- Birth date:
- Salary:
- Pay cycle:
- Date of employment:
- Hiring manager:

2. Upon receipt of the Welcome Letter (example below) and notating the date of orientation, begin the paperwork submission process and finalize as much as possible prior to arrival on campus.

3. Assist with completing the steps on the New Employee Website:

[http://www.auburn.edu/administration/human\\_resources/new\\_employees.html](http://www.auburn.edu/administration/human_resources/new_employees.html)

4. Complete and submit Section 2 of the I-9 as soon as they arrive.

5. Confirm all paperwork has been submitted to HR Records no later than close of business, 3 days prior to orientation. This includes documentation sent to the Provost.\* This will typically be on Monday, when orientation is held on Thursday.

6. Provide the employee with their GID and Banner ID.

7. Assist and or confirm DUO-Mobile registration.

**\*If paperwork will not meet the required deadline, contact [orientation@auburn.edu](mailto:orientation@auburn.edu) to reschedule orientation.**

### **Full-time Staff (AP and BW)**

HR Employment Specialists will schedule Full-time AP and BW employees for orientation.

Orientation sessions are held in Room 1206 of the AU Administrative Complex located at 1550 E. Glenn Ave.

**To provide the best onboarding experience possible to our new AU Family, please assist us by following the instructions below.**

1. Upon receipt of the Welcome Letter (example below) and notating the date of orientation, begin the paperwork submission process and finalize as much as possible prior to arrival on campus.
2. Assist with completing the steps on the New Employee Website:  
[http://www.auburn.edu/administration/human\\_resources/new\\_employees.html](http://www.auburn.edu/administration/human_resources/new_employees.html)
3. Complete and submit Section 2 of the I-9 as soon as they arrive.
4. Confirm all paperwork has been submitted to HR Records no later than close of business, 3 days prior to orientation. This will typically be on Monday, when orientation is held on Thursday.\*
5. Provide the employee with their GID and Banner ID.
6. Assist and or confirm DUO-Mobile registration.

**\*If paperwork will not meet the required deadline, contact [orientation@auburn.edu](mailto:orientation@auburn.edu) to reschedule orientation.**

### **Additional Information**

#### **Special Faculty Sessions during Fall Term**

Auburn University Human Resources offers special sessions for new faculty orientation during the two weeks prior to the start of classes. If a faculty member begins employment earlier in the summer prior to their full time appointment for the fall, they may contact Human Resources regarding health insurance and the mandatory retirement plan enrollment for summer term. This benefits selection session is required and is in addition to The Biggio Center Faculty Orientation.

#### **Special Faculty Session NEO Dates**

Special session dates will be published in April along with coinciding paperwork due dates.

#### **NEO Dates**

New Employee Orientation dates for the year will be published in November.



Dear xxx,

Congratulations and welcome to the Auburn University family! We are pleased you have accepted our offer of employment and look forward to working together.

Human Resources invites you to attend an orientation for new employees on **Thursday, August xx, 2018 from 8:00 AM to 12:00 PM** at the Auburn University Administrative Complex, 1550 East Glenn Avenue. There is parking available at this location and a parking permit is not required.

Prior to your orientation session, we have important information and forms that must be reviewed and completed. In order to have a smooth transition and rewarding orientation experience, you will need to proceed to [aub.ie/NewEmployeeOrientation](http://aub.ie/NewEmployeeOrientation). **Every student and employee of Auburn University has a Banner Number in the form of a nine-digit number that begins with 90 as well as an Auburn user ID. Both are required to activate your AU Access profile so that you may complete online enrollment of your benefits. Your supervisor or hiring manager will be able to provide this information to you.**

We realize that there is a lot of information to go over, but our first priority is to make sure you feel welcome and have all the resources you need to do your job. Your New Employee Orientation session will cover Auburn's history, creed, and various support and service activities on campus. You will also have an opportunity to complete your benefits enrollment.

Please respond to this email so that we can ensure you have received this notification. We look forward to meeting you at your orientation session.

War Eagle!