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# New Employee Checklist

## GENERAL INFORMATION

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| Name: |  | Start date: |  |
| Position: |  | Manager: |  |

## WELCOME CHECKLIST

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| Most of the items listed here should be completed before your first day or on your first day of employment. 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 a **Human Resource Liaison (HR Liaison).** For more information, and to familiarize yourself with your benefits options, please visit the Payroll and Employee Benefits web site at [www.auburn.edu/payroll](file:///C:\Users\pdh0007\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\5QW78Z8A\www.auburn.edu\payroll). |

## BEFORE YOUR FIRST DAY OF WORK

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| Contact your department to **confirm your arrival time** and to determine **parking information**.  Complete the electronic I9 verification process at [www.newI9.com](http://www.newI9.com) (**Employer Code # 18580**). Your HR Liaison can answer any questions you may have about the process.  For **foreign nationals**: After acceptance of the offer of employment, you should initiate and/or continue the process to obtain the proper work authorization/visa status needed to begin your employment. Please contact the Office of International Programs, located in Foy Hall (phone: 334-844-5001), for assistance or questions regarding visa status or required work authorization.  All employees are required to complete Form I-9/E-verify process. As a foreign national, you will need to work with your hiring department administrative office to complete the Foreign National Tax Form through the Tax Compliance Office prior to completing Form I-9.  Complete the **federal and state withholding forms**.(Form W-4 and A-4)  Complete the **Auburn University Personal Data Form (PDF)**. This will assist Human Resources with the process of entering your information 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 (). **You will be required to make your benefits selections at orientation and to submit all required documentation to establish dependent’s eligibility.**  Review the attached ***Dependent Eligibility and Required Proof of Relationship*** document and be prepared to bring these items to New Employee Orientation. |

## ON YOUR FIRST DAY OF WORK

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| Please show or submit these forms to the appropriate person in your work unit  **I9 Verification Documents** – 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.  **Federal and state tax withholding forms** (Form W-4 and A-4)– Complete the forms and submit them to your supervisor or HR Liaison for transmission to the Auburn University Human Resources, Payroll and Benefits Office.  The **Auburn University Personal Data Form**–give this completed form to the HR Liaison in your work unit.  Enter **Direct Deposit** information into Self-Service Banner. Direct Deposit is required for all University employees. Instructions for set-up of direct deposit may be found at: [**http://www.auburn.edu/administration/business\_office/payroll/direct-deposit.html**](http://www.auburn.edu/administration/business_office/payroll/direct-deposit.html)  Register your vehicle by clicking the *Parking* icon in AU Access under the *My Campus* tab.  Register for DUO (2-Factor authentication) at [**http://www.auburn.edu/oit/2factor/**](http://www.auburn.edu/oit/2factor/).  Register for AU Alert, Auburn University’s emergency notification system, under the *My Campus* tab. |

## ON THE DAY OF NEW EMPLOYEE ORIENTATION

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| Please bring or have knowledge of the following information in order to complete the online enrollment in the benefit programs for which you are eligible. **You will be required to make your benefits selections at orientation and to submit all required documentation to establish dependent’s eligibility.** |
| **Blue Cross Blue Shield health and/or dental insurance:**  Name, date of birth, and Social Security number of each covered dependent. See the attached document titled Dependent Eligibility and Required Proof of Relationship for a definition of dependent and the required documents you will need to supply to enroll the dependent(s).  **Retirement Systems of Alabama:**  Name, date of birth, and address of person or persons you wish to name as beneficiary.  **Identify your insurance needs** and be prepared to complete your benefits enrollment during New Employee Orientation.  **Have knowledge of your spouse’s insurance status**. Particularly if you are married and your spouse is employed and participating in employee insurance benefits, it is 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. |

## FREQUENTLY ASKED QUESTIONS

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| **1. May I enroll in benefits at a later date?**  No, we will require that you make all your benefit choices during New Employee Orientation.  **2. My appointment is for less than 100% time. Am I eligible for benefits?**  Your appointment must be for 100% time for a year or longer (9 or 12 months according to your appointment) 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.  **3. 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?**  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.  **4. If I elect not to enroll in the insurance programs during the first 30 days of my employment, can I enroll later?**  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 denial by the life insurance company.  **5. Do I have to pay city tax even if I do not live in Auburn?**  Yes, if you work within the city limits of Auburn, you are required to pay the 1% occupational license fee. |

## For more information, visit:

## AU Payroll & Employee Benefits Website at: www.auburn.edu/payroll

## AU Human Resources Website at: www.auburn.edu/administration/human\_resources/

**Welcome to Auburn University**

**War Eagle!**