

# Pre-Arrival Checklist

**Welcome to the AU Family!** After accepting a job offer from Auburn University, it is important that you complete several pre-onboarding tasks. This will help ensure that your hiring process is smooth and consistent.

This list will help you prepare for your University onboarding experience. Following the acceptance of the position, **we will send a communication to your email address as indicated on your application/data form.** Check with your school/unit to identify any departmental requirements or best practices. You can use this checklist or combine it with an existing checklist that your department currently uses.

## Complete these steps prior to your Onboarding Center visit

☐

Ensure that you have received your Banner ID (#90xxxxxx) and User Name.

---

☐

Complete your Auburn email activation. (<https://www.auburn.edu/activate>)

---

☐

As a security measure, please activate your mobile device for two-factor authentication with DUO. (<https://www.auburn.edu/duo>)

---

☐

Review the resources available on the Onboarding Center website ([aub.ie/onboarding](http://aub.ie/onboarding)) and other University websites including benefits, community resources, campus map, organizational chart, etc.

---

☐

You will receive an email from **do-not-reply@ted.peopleadmin.com** at the address provided on your application/data form in the system. Please read and follow the instructions for completing the tasks in your assigned onboarding checklists. Check your spam if you can't find the email.

---

☐

**Applicable to Foreign Nationals Only:** Complete the appropriate web-based tax compliance form based on your status, upload your documents, and submit them to the Office of Tax Compliance. The forms are available at Find the form by visiting:  
<https://www.auburn.edu/administration/business-finance/financial/tax-compliance.html>

---

☐

Complete Section 1 of the Form I-9 (work authorization document): Visit <https://www.newI9.com> and enter "18580" as the Employer Code

---

☐

Contact the Auburn University Onboarding Center at (334) 844-1763 or visit <http://www.auburn.edu/hr/registration/onboarding.html> to schedule an appointment on or before the date of your hire.

- Bring original documents with you to the appointment (copies cannot be accepted)
- A list of Acceptable Documents is available at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.