AUBURN UNIVERSITY
HUMAN RESOURCES

Hiring Checklist – New Hire
Temporary Employment Services (TES)

The TES New Hire process may be completed in one of the following two ways:

1. The TES new hire completes all steps remotely and the employing department submits paperwork via the TES Secure Document Upload site, as well as completes Section 2 of the I-9 **OR**
2. The TES employee visits the TES office to complete the hiring process

	Completed By	✓ If Complete
Create a Posting and Hiring Proposal on auemployment.com *For a step by step guide to this process, refer to the User Guide for PeopleAdmin 7 Upgrade or contact TES.*	Department	
Action: Online (Foreign National) *Complete this section only if you are a Foreign National*	Completed By	✓ If Complete
Complete the Foreign National Tax Form • Note: If you are a brand new employee of Auburn University, (i.e. you have never been issued a Banner ID #) then you must contact the TES office prior to completing this step. • Note: See Foreign National Tax Form Instructions for detailed information on how to complete this step	Foreign National TES Employee	
Complete the online Background Check • Go to https://client.verifiedcredentials.com/auburnhr/ • Click *Get Started* • Note: The form must be signed in two (2) locations with an electronic signature • Note: If you will be driving a university vehicle ensure that you include your driver license information **DO NOT complete this step IF you are under the age of 18 unless the job requires driving of a university vehicle**	TES Employee	
Complete the online I9 • Go to www.newI9.com • Enter 18580 for the Employer Name or Code • Note: Section 1 must be completed by the TES Employee **no later than the first day of employment** • Note: Section 2 must be completed by the person who views the actual I9 documentation **no later than the third day of employment**	Section 1: TES Employee Section 2: Department or TES Employment Representative	
Action: Paperwork (All)	Completed By	✓ if Complete
Complete the Personal Data Form	TES Employee	
Complete the W-4 (Federal Tax Form)	TES Employee	
Complete the A-4 (Alabama State Tax Form) *If the TES employee works out of state and meets the conditions to be exempt from Alabama State Tax, he/she should write a letter stating - "I do not live, work, or own property in the State of Alabama. Please exempt me from Alabama State Tax."*	TES Employee	
Complete the C-4 (Auburn City Tax Form) *If Applicable*	TES Employee	
Complete the Notice to TES Employees	TES Employee	

Action: Paperwork (Retiree) *Complete this section only if you are a retiree from the Retirement Systems of Alabama*	Completed By	✓ if Complete
Complete the Retiree Notice of Postretirement Employment • Note: Form should be mailed to the Retirement Systems of Alabama within 30 days of employment. The address is listed on the top of the form.	Retiree TES Employee	

Action: Paperwork (Minors) *Complete this section **only** if you are 18 years of age or younger*	Completed By	✓ if Complete
Age 16 – 18: Complete the Alabama Child Labor Employee Information Sheet	TES Employee *(if applicable)*	
Age 14 – 15: Complete the Alabama Child Labor Eligibility to Work Form	TES Employee *(if applicable)*	

Action: Access & Set-Up (following assignment start)	Completed By	✓ if Complete
Set up AU Access • Go to My Account Set-Up • Click Activate Account • Enter in Username (the username is issued from TES within 3 to 5 days following completion of new hire paperwork) • Create Password	TES Employee	
Enroll in Direct Deposit for your paycheck • Go to AU Access and login • Click on Employees • Click on Self Service • Click on Bank Account Update	TES Employee	

Obtain AU ID Card
• Visit the Auburn University Onboarding Center
  1530 East Glenn Avenue
  Auburn, AL 36849
• Note: TES Employee must bring with them a current valid government issued photo ID such as driver's license, military ID, passport, etc.
	TES Employee	

Obtain AU Parking Pass (if applicable)
• Visit Parking Services
  330 Lem Morrison Drive
  Auburn, AL 36849 (2nd level of the South Quad Parking Deck)
• **Note: You must be able to present your AU ID Card to Parking Services.**
	TES Employee	

Action: Activity (following assignment start)	Completed By	✓ if Complete
Complete SANS Security Training (within 30 days of employment) • Go to AU Access and login • Click on Employees • Click on the SANS Securing the Human icon • To view, select a session and click on the video link. You may view the videos in any order and over a period of days. • Once all videos have been completed, you will receive an email confirmation from ausecure@auburn.edu along with a certificate of completion	TES Employee	
Review the Drug Free Campus and Workplace Resources	TES Employee	

Questions? Visit the Temporary Employment Services website, call (334)844-4145, or email testime@auburn.edu