## 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

### 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.

### Action: Online (Foreign National)

*Complete this section only if you are a Foreign National*

<table>
<thead>
<tr>
<th>Completed By</th>
<th>✓ If Complete</th>
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<tbody>
<tr>
<td>Department</td>
<td></td>
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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

### Complete the online Background Check

- Go to [https://client.verifiedcredentials.com/auburnhr/](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**

### Complete the online I9

- Go to [www.newI9.com](http://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**

### Action: Paperwork (All)

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<thead>
<tr>
<th>Completed By</th>
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<tbody>
<tr>
<td>TES Employee</td>
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Complete the **Personal Data Form**

Complete the **W-4 (Federal Tax Form)**

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.”*

Complete the **C-4 (Auburn City Tax Form)**

*If Applicable*

Complete the **Notice to TES Employees**

<table>
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<tr>
<td>TES Employee</td>
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### Action: Paperwork (Retiree)

*Complete this section only if you are a retiree from the Retirement Systems of Alabama*

<table>
<thead>
<tr>
<th>Completed By</th>
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<tbody>
<tr>
<td>Retiree TES Employee</td>
<td></td>
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- 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.

### Action: Access & Set-Up (following assignment start)

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- **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

- **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

- **Obtain AU ID Card**
  - Visit Identity Management (IDM)
    - OIT Building,
    - 300 Lem Morrison Drive
    - 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.
  - Note: TES Employee should contact IDM to ensure they have received approval prior to visiting the IDM office. This will minimize any delay in processing.

- **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.

### Action: Activity (following assignment start)

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- 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](mailto:ausecure@auburn.edu) along with a certificate of completion

- Review the [Drug Free Campus and Workplace Resources](#)

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