



Our Mission

We affirm our goals to represent all Staff at Auburn University; promote better understanding, cooperation, and communication among all constituent groups and to endorse the mission and goals of Auburn University.

2025 Employee Holiday Schedule

Memorial Day	May 26, 2025
Juneteenth Day	June 19, 2025
Independence Day	July 4, 2025
Labor Day	Sept. 1, 2025
Thanksgiving	Nov.26-28, 2025
Christmas*	Dec. 25, 2025

*In addition to the above dates for Christmas Day and New Year’s Day, we will close campus on Friday, Dec. 19, 2025, at 4:45pm and re-open on Monday, Jan. 5, 2026, at 7:45am.

* Friday, Dec. 19th, 2025: All offices will remain open and operating until 4:45pm.

*Monday, Jan. 5, 2026: All offices will re-open and resume operations at 7:45am.

Announcements & Reminders

2025 PBS Vendor Show

Join Procurement and Business Services on February 25th from 9am-12pm for an exclusive showcase featuring ALL the university’s preferred vendors. Explore a diverse array of products and services, with a special focus on branded goods, conveniently grouped together in the Legacy and Grand ballrooms of the Auburn University Hotel and Conference Center. This event provides a unique opportunity for the Auburn University community to connect with trusted vendors, discover new offerings, and explore collaborative opportunities.

For more information, visit aub.ie/2025PBSEVendorShow.

2024 Tax Forms Available

Auburn University employees can now access Form W-2 (Wage and Tax Statement) for tax year 2024 through Self-Service Banner (SSB).

Instructions on accessing the form are available on the University Human Resources website. In the next few days, Form W-2 documents will be mailed to employees who did not wish to go paperless.

Form 1095-C

Form 1095-C, which includes information about the group health coverage offered to employees, will be mailed by mid-February. Although this form is not needed to file your income taxes, you do need to maintain it for your records. This form will be sent to the employee’s mailing address as listed in SSB, separately from Form W-2.

For More Information

- If you have questions about Form W-2, email payroll@auburn.edu.
- If you have questions about Form 1095-C, email benefit@auburn.edu.

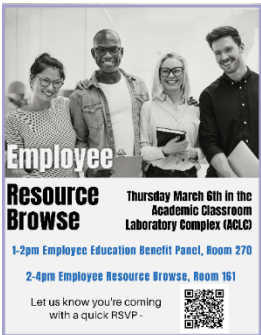
Nominations Sought for Student Employee of the Year

The nomination period for the annual Student Employee of the Year awards is now open.

Each spring, Auburn University, in collaboration with the National Student Employment Association (NSEA), recognizes student employees and supervisors through a week-long event that concludes with the presentation of awards. This year’s celebration will take place from April 7-11.

To nominate a student employee, complete the [nomination form](#) and include a nomination letter by Feb. 10.

A&P’s 2025 Employee Resource Browse



The A&P Professional Development Committee invites AU and AUM employees to attend the annual Employee Resource Browse on Thursday, March 6th. An Employee Education Benefit Panel will be held at 1pm and the general browse session is from 2-4pm at the Academic Classroom and Laboratory Complex (ACLC).

Details & RSVP are included on the attached flier.

Employee Hardship Fund

The Employee Hardship Fund provides financial support to eligible Auburn employees (Staff, Administrative & Professional and Faculty) who are experiencing a temporary financial hardship due to a qualifying life event. It is funded entirely by voluntary charitable donations.

For more information, visit:

https://www.auburn.edu/administration/human_resources/hardship-fund.php

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