

NEW HIRE CHECKLIST



AUBURN UNIVERSITY

HUMAN RESOURCES

Employee Name: _____ Banner ID: _____

Home Department : _____ Supervisor Name: _____

Start Date: _____

The following is a list of forms that will need to be completed upon the arrival of each new employee, on or before their first day of employment.

- I-9 Form and copies of Acceptable Documents
- Personal Data Form (PDF)
- Alabama Employee's Withholding Exemption Certificate (A4)
- City of Auburn Employee's Withholding Exemption Certificate (C4)
- Employee's Withholding Allowance Certificate (W4)
- Alien Employment Form and copies of documents (if applicable)
- Offer Letter

Other administrative items new employees will need assistance with include the subjects below. For links to access more information on any of the topics on this page, please visit the New Employees website at http://www.auburn.edu/administration/human_resources/hrd/neo.htm .

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| <input type="checkbox"/> Phone and Voice-mail set up (if applicable) | <input type="checkbox"/> Purchasing Card Authority (if applicable) |
| <input type="checkbox"/> Computer Access (including hardware) | <input type="checkbox"/> Keys/swipe card access for buildings and office |
| <input type="checkbox"/> AU Access Password | <input type="checkbox"/> SANS Security Training |
| <input type="checkbox"/> Banner Access | <input type="checkbox"/> Business Cards (if applicable) |
| <input type="checkbox"/> E-mail Activation | <input type="checkbox"/> Auburn University Identification Card |
| <input type="checkbox"/> Parking Privileges | <input type="checkbox"/> Introduce other team members |
| <input type="checkbox"/> Direct Deposit | |