



Best Practices for New Employee Orientation Scheduling

Faculty

New faculty members who will be hired at full-time status for at least 1 year (9 or 12 months as appropriate to the appointment) must attend a New Employee Orientation session within the first 30 days of their **full time appointment**.

Orientation sessions are held in Room 1206 of the AU Administrative Complex located at 1550 E. Glenn Ave. **To provide the best onboarding experience possible to our new AU Family, please assist us by following the instructions below.**

1. Register your faculty member for new employee orientation by sending the following information to orientation@auburn.edu.
 - Date and time of preferred orientation session: example: **Thursday August 16th at 8:00am**
 - Acknowledging paperwork is due to HR Records by close of business on: **example: Monday, August 13th**
 - Name and title (Mr. Ms. or Dr.):
 - Current e-mail:
 - Department:
 - Job title:
 - Immediate supervisor:
 - Will they supervise other full-time employees:
 - Birth date:
 - Salary:
 - Pay cycle:
 - Date of employment:
 - Hiring manager:
2. Upon receipt of the Welcome Letter (example below) and notating the date of orientation, begin the paperwork submission process and finalize as much as possible prior to arrival on campus.
3. Assist with completing the steps on the New Employee Website:
http://www.auburn.edu/administration/human_resources/new_employees.html
4. Complete and submit Section 2 of the I-9 as soon as they arrive.
5. Confirm all paperwork has been submitted to HR Records no later than close of business, 3 days prior to orientation. This includes documentation sent to the Provost.* This will typically be on Monday, when orientation is held on Thursday.
6. Provide the employee with their GID and Banner ID.
7. Assist and or confirm DUO-Mobile registration.

***If paperwork will not meet the required deadline, contact orientation@auburn.edu to reschedule orientation.**

Full-time Staff (AP and BW)

HR Employment Specialists will schedule Full-time AP and BW employees for orientation. Orientation sessions are held in Room 1206 of the AU Administrative Complex located at 1550 E. Glenn Ave.

To provide the best onboarding experience possible to our new AU Family, please assist us by following the instructions below.

1. Upon receipt of the Welcome Letter (example below) and notating the date of orientation, begin the paperwork submission process and finalize as much as possible prior to arrival on campus.

2. Assist with completing the steps on the New Employee Website:
http://www.auburn.edu/administration/human_resources/new_employees.html
3. Complete and submit Section 2 of the I-9 as soon as they arrive.
4. Confirm all paperwork has been submitted to HR Records no later than close of business, 3 days prior to orientation. This will typically be on Monday, when orientation is held on Thursday.*
5. Provide the employee with their GID and Banner ID.
6. Assist and or confirm DUO-Mobile registration.

***If paperwork will not meet the required deadline, contact orientation@auburn.edu to reschedule orientation.**

Additional Information

Special Faculty Sessions during Fall Term

Auburn University Human Resources offers special sessions for new faculty orientation during the two weeks prior to the start of classes. If a faculty member begins employment earlier in the summer prior to their full time appointment for the fall, they may contact Human Resources regarding health insurance and the mandatory retirement plan enrollment for summer term. This benefits selection session is required and is in addition to The Biggio Center Faculty Orientation.

Special Faculty Session NEO Dates

Special session dates will be published in April along with coinciding paperwork due dates.

NEO Dates

New Employee Orientation dates for the year will be published in November.



AUBURN UNIVERSITY

HUMAN RESOURCES

Dear xxx,

Congratulations and welcome to the Auburn University family! We are pleased you have accepted our offer of employment and look forward to working together.

Human Resources invites you to attend an orientation for new employees on **Thursday, August xx, 2018 from 8:00 AM to 12:00 PM** at the Auburn University Administrative Complex, 1550 East Glenn Avenue. There is parking available at this location and a parking permit is not required.

Prior to your orientation session, we have important information and forms that must be reviewed and completed. In order to have a smooth transition and rewarding orientation experience, you will need to proceed to aub.ie/NewEmployeeOrientation. **Every student and employee of Auburn University has a Banner Number in the form of a nine-digit number that begins with 90 as well as an Auburn user ID. Both are required to activate your AU Access profile so that you may complete online enrollment of your benefits. Your supervisor or hiring manager will be able to provide this information to you.**

We realize that there is a lot of information to go over, but our first priority is to make sure you feel welcome and have all the resources you need to do your job. Your New Employee Orientation session will cover Auburn's history, creed, and various support and service activities on campus. You will also have an opportunity to complete your benefits enrollment.

Please respond to this email so that we can ensure you have received this notification. We look forward to meeting you at your orientation session.

War Eagle!