



AUBURN UNIVERSITY

HUMAN RESOURCES

Dear [INSERT NEW EMPLOYEE NAME],

Congratulations and welcome to the Auburn University family! We are pleased you have accepted our offer of employment and look forward to working together in support of [SCHOOL OR UNIT] and Auburn.

Human Resources invites you to attend an orientation for new employees on [DATE AND TIME] 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 Banner Number is [BANNER NUMBER]

Your Auburn user ID is [AU ID]

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!