

Best Practices for New Employee Orientation Scheduling

Faculty and Contract Employees

Faculty and Contract employees who will be hired as full-time status for at least one year 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 or contract employee for new employee orientation by sending the following information to orientation@auburn.edu. The highlighted fields below are new/modified from previous requests.

- Date and time of preferred orientation session: example: **Thursday, August 16, at 8 a.m.**
- Acknowledging paperwork is due to HR Records by close of business on: example: **Monday, August, 13**
- Name and title (Mr. Ms. or Dr.):
- **Personal email:**
- **Auburn email:**
- **Banner ID: if already assigned**
- Department:
- Job title:
- **FTE:**
- 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 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/hr/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. Confirm the employee received 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.**

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.