

Onboarding Overview

Welcome to the AU Family! The following information is intended to provide you with an overview of the onboarding process and the timeline of the actions that will take place between the acceptance of your job offer, your first day of employment and your first 30 days.



Once You Accept the Offer

Once you accept your offer of employment, you will need to complete your work authorization.

- Visit the website www.newi9.com.
- Enter employer code 18580.
- Select "Human Resources" as your location.
- Complete the Personal Information section and submit the form.

Foreign National hires should also:

- Check in with the Office of International Programs.
- Complete the two-part Foreign National Tax Compliance Form.



Prior to Your 1st Day of Employment

- Schedule your in-person onboarding appointment to complete section 2 of your Form I-9. (If you do not live in the Auburn area and need to make alternative arrangements, please call 334-844-1763.)
- Visit the Onboarding Center website to learn more about the onboarding process along with available campus and community resources.
- Visit the website www.auemployment.com/hr to complete your assigned onboarding tasks. You will likely need to utilize your applicant credentials to access the onboarding system.



Following Your Onboarding Appointment

- Within 24-48 hours, you will receive additional tasks to complete within our onboarding system. This will likely include activating AU Access (not applicable to students) and establishing Direct Deposit.
- For non-students: Schedule an appointment to obtain your University ID card by calling 334-844-4386.
- For non-students: Log in to your AU Access account (My Campus tab) to purchase a parking permit.



Your First Day/Month of Employment

Your First Day

- Meet with your supervisor to discuss position expectations and departmental onboarding requirements, such as having your photo taken.

Your First Month

- Attend New Employee Orientation and enroll for benefits if you are a benefits-eligible employee.
- Attend the "Coffee and Conversations" session. Registration information will be emailed to you. (Non-students only)
- Complete required University trainings (i.e. cybersecurity, Title IX, Conflict of Interest, etc.)