



ANDERSON UNIVERSITY

Academic and Christian Discovery

Welcome to AU Employment!

Please review the employment information on the AU website, complete the required forms and return as directed below. www.anderson.edu/hr >> University Employment Policies

Items may be found under the heading "New Employee Documents."

Please note the necessary identification needed to complete the Form I-9, Employment Eligibility Verification form to bring to the Office of Work Life Engagement.

Once the completed forms and required documentation are received in the Office of Work Life Engagement and entered into the employee database, an ID number will be generated. The ID number will be used by Police and Security for your AU ID card and parking permit along with ITS for your network access (AccessAU), email (Ravenmail) and Nicholson Library access.

Forms:	Directions:
Data Sheet	Return to Office of Work Life Engagement - prior to first day
Direct Deposit	Return to Office of Work Life Engagement
I-9 Employment Eligibility	Return to Office of Work Life Engagement w/ identification
W-4 Federal Withholding	Return to Office of Work Life Engagement
WH-4 IN Employee Withholding	Return to Office of Work Life Engagement
Conflict of Interest Policy	Keep
Conflict of Interest –Employee Disclosure	Return to Office of Work Life Engagement
Request for Issuance of ID Card	Return to Office of Work Life Engagement for authorization. Then take to Police & Security Services with Parking Permit
Parking Permit	Take to Police & Security Services

AU Office of Work Life Engagement:

Tim States, Director	765-641-4133	thstates@anderson.edu
Kathy Young, Asst. Director	765-641-4134	kayoung@anderson.edu
Renee Miller, Payroll & Benefits Specialist	765-641-4130	rcmiller@anderson.edu
Pauletta Swank, Office Mgr./Training Coordinator	765-641-4200	pjswank@anderson.edu
Reception Desk:	765-641-4132	
Fax:	765-641-3715	
Location:	Decker Hall, Rooms 112	
Mailing Address:	1100 East 5 th Street, Anderson, IN 46012-3495	

NOTE: **Staff** – Completed AU Staff Application and college transcript, if applicable must be submitted to Office of Work Life Engagement.

Faculty - Completed AU Faculty Application and college transcript must be submitted to Dean of area of employment.