



# ANDERSON UNIVERSITY

*Academic and Christian Discovery*

Welcome to AU Employment!

Now that your background check is complete:

1. Please review the employment information on the AU website and provide the required information as directed below. [www.anderson.edu/hr](http://www.anderson.edu/hr) >> Human Resources Policies.
2. You will receive an initial email from Paycom.com to complete the following information:
  - Biographical Information
  - Bank – Direct Deposit Information
  - W-4 Federal Tax Information
  - WH-4 Indiana Tax Information
  - I-9 Employment Eligibility Verification (Employee – Section 1)

Once the Paycom information is completed the Office of Work Life Engagement will process the information. A 24-hour process will sync the new employee with AccessAU database and an ID number will be generated. The ID number will be used by AU Police and Security for your AU ID card and parking permit along with ITS for your network access (AccessAU), email (Ravenmail), Nicholson Library access and to login to copiers/printers.

<b>Forms:</b>	<b>Directions:</b>
AU ID Card & Parking Permit	Go to AU Police & Security Services located in the lower level of Hardacre Hall – entrance from back of building and go down stairs to the right
Parking Permit	Take license plate number. (needed if parking on campus Monday – Friday between 8 a.m. and 5 p.m. during the academic year)
<b>I-9 Identification</b> – required within 3 days of beginning work	provide identification to the Office of Work Life Engagement (unexpired passport or social security card and picture ID, or others as listed on I-9 form)
<b>Faculty:</b>	
AU Faculty Application	Completed in Paycom
Faith Statement, CV, Cover Letter	If not downloaded to Paycom, provide to Dean of School if Part-Time or Provost if Full-Time
Official College Transcripts	Provide to Dean of School if Part-Time or Provost if Full-Time
<b>Staff:</b>	
AU Staff Application	Completed in Paycom
Official College Transcripts*	Provide to Office of Work Life Engagement

# Office of Work Life Engagement

## Decker Hall, Suite 112

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Reception Desk:

765-641-4132

**Fax:**

765-641-3715

### **AU Campus Mailing Address:**

1100 East 5<sup>th</sup> Street

Anderson, IN 46012-3495

\*If the position requires a degree