

# BECOMING AN EMPLOYEE IN ACADEMIC SUPPORT

## Overview

*As a prospective Academic Support employee, it is your responsibility to initiate and act upon the steps of employment outlined below in a timely manner. Failure to do so can negatively affect offer status and/or start date.*

### If You Currently Hold an On-Campus Job:

1. Upon receiving an initial offer from Academic Support, reply with your decision. Once we have received confirmation of your acceptance of the position, we will add your new job onto your existing payroll profile.

### If You Do Not Currently Hold an On-Campus Job:

1. Upon receiving an initial offer from Academic Support, reply with your decision and gather your [documentation as required by Human Resources \(HR\)](#) that includes but is not limited to: U.S. Passport **OR** Social Security Card (original documentation) **AND** driver's license. Please note that **photocopies will NOT be acceptable**. If you are at AU as an international student, please review the second page for more information to assist in hiring steps.
2. When you get the required documents in hand, email to let us know. Then, you will receive a link to the general prospective employee portal at AU, PeopleAdmin. **Complete the application** attached to that link with only as much information as you can so that HR is aware of your hiring. Official work schedules (if asked for) will be decided on later with your supervisor.
3. Next, you will receive a formal offer letter from [working@auburn.edu](mailto:working@auburn.edu) to your AU Email. **Review and sign the offer letter to continue with the employment process.**
4. Once you have signed and returned the offer letter in PeopleAdmin, HR staff will review and process for onboarding. You will be contacted via AU Email by the Onboarding Specialist in HR with a list of action steps.
5. Action steps will include an in-person visit to HR to present the required documents. You will need to initiate this meeting by **making an appointment** with their office as soon as possible. Please check your AU Email and thoroughly review all PeopleAdmin portal alerts for a smooth and timely hiring experience.

## Frequently Asked Questions

### **I have another job on-campus. Is that okay?**

Yes, plenty of student employees in Academic Support serve in other positions at the University. If you have another job on campus, be sure to confirm that your current full-time equivalent (FTE) is **at or less than 0.25** (25%). Academic Support peer leader positions are entered at 25% and the highest total FTE permitted at the University is 0.50 (50%).

### **May I work more than 20 hours per week at the University?**

A student may be allocated up to 20 hours/week (0.50 FTE) for all combined positions at the University in the fall and spring semesters. The highest total full-time equivalent (FTE) permitted during those semesters at AU is 0.50 (50%).

### **I qualify for work-study. May I apply work-study to Academic Support employment?**

Federal Work Study awards are made by the Office of Student Financial Aid. Once a student is awarded work-study, job assignments are made by the Work Study Office based upon information provided by the student on the work study information sheet. Please speak with the Office of Student Financial Aid to apply your placement towards this peer leadership experience.

## Information for International Students

If you are at AU as an international student, please review the information below to assist in a timely hiring process. You may also contact the Office of International Programs (OIP), specifically the International Students and Scholars (ISS) staff at [intledu@auburn.edu](mailto:intledu@auburn.edu), 334-844-5001, in 228 Foy Hall, to learn more about the hiring steps outlined below.

- 1) Request a letter from Academic Support that can initiate your request for the social security office. [Contact the Coordinator in Academic Support](#) to initiate this request.
- 2) Schedule and attend an appointment with the social security office. Be sure you have all necessary items ([contact OIP/ISS](#)), in addition to the letter from Academic Support.
- 3) Present the notice that you have applied for a social security number to the Onboarding Specialist in HR.
- 4) Complete the [Foreign National Tax Form](#). See the [Foreign National Tax Form Instructions](#) for more information.

Keep in mind that the OIP, HR, and Academic Support staff are available to assist you along the way. Be sure to check your AU Email and respond to any PeopleAdmin portal alerts to make the hiring process both smooth and timely. As with all prospective employees, it is your responsibility to initiate and act upon all of the steps of employment outlined in this document in a timely manner. Failure to do so can negatively affect the offer status.