Acknowledgement of Orientation

I have reviewed the information provided to me in the orientation. I am acknowledging that I have received this information and I have reviewed the topics to include the below included in this list:

- AU’s Mission
- AU’s Vision
- AU’s Value
- AU’s History
- Current academic programs
- Affirmative Action/Equal Employment Opportunity
- Code of Ethics & Acknowledgement form
- Conflicts of Interest
- Confidentiality and Statement
- Sexual Harassment Policy
- Outstanding Wages Beneficiary Designation Form
- Life Beneficiary Designation Form
- Direct Deposit Form
- Tax Forms: Federal W-4 & State G-4
- Employment Eligibility Verification form (I-9)
- Explanation of The Security Questionnaire
- Loyalty Oath
- Provisional Period
- Policies and Procedures Manual Link
- Employee Handbook Link
- Acknowledgement of Receipt of the Handbook Link
- Map of the campus
- Public Safety’s Parking Services
- Safety in the Workplace

For Benefits eligible, the following forms review the various types of benefits. These forms must be completed within Human Resources.

- Various benefits available
- Various cost for Health Insurance:

For Non-Benefits eligible, the following forms must be completed within Human Resources.

- Outstanding Wages Beneficiary Designation form
- Temporary and Regular Part-time form

Print Name: ________________________________ Signature: __________________________________

Date: _____/_____/_____

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