

## Auxilium Corp New Hire FAQs

*Your Questions, Answered!*

- **Q: How do I access my paycheck?**

A: Log into [hr.auxilium.com](http://hr.auxilium.com) with your credentials. Paystubs post on the 1st and 15th. Contact [payroll@auxilium.com](mailto:payroll@auxilium.com) for issues.

- **Q: What's the dress code?**

A: Business casual (e.g., slacks, collared shirts) Monday–Thursday; casual Fridays (jeans OK). No flip-flops or athletic wear.

- **Q: How do I request time off?**

A: Submit via HR Portal under “Leave Requests.” Approval takes 2–5 days.

- **Q: Who fixes my IT problems?**

A: Email [it.support@auxilium.com](mailto:it.support@auxilium.com) or call 555-0123. Urgent issues? Use Slack #it-help.

- **Q: Are pets allowed in the office?**

A: Yes, on “Pet Fridays” (last Friday of each month), with manager approval.

*More questions? Slack #new-hire-help.*