

Onboarding - New Employee Checklist

Before the First Day:

- New Employment Forms – Ruth Koster (rkoster@umd.edu):
 - W-4 Employee Withholding Allowance Certificate Form
 - I-9 Employee Eligibility Verification Form
 - Direct Deposit Form
 - Exempt & Nonexempt Business Rules
 - Employee Health Benefits & Retirement Information
 - Driver's Acknowledgement Form
- Select a retirement plan by first day of employment (if none selected, default plan is State Employee/Teacher Alternate Pension System) - <https://uhr.umd.edu/retirement>
- Employee has received Health Insurance Marketplace Coverage Option Notice - <https://uhr.umd.edu/benefits/>
- Parking Permit Information – Tina Scites (tscites@umd.edu)
- Set Up Directory ID & Email Account - <https://identity.umd.edu/id/newuser>
- Telephone Extension/Name Display – Alex Bondar (ENSTiT@umd.edu)
- IT Needs (Computer Access, Printer Access, etc.) – Alex Bondar (ENSTiT@umd.edu)
- Tuition Remission (Benefits & Guidelines) – <https://uhr.umd.edu/benefits-and-wellness/tuition-remission>

Within the First Week:

- ID Card – 1st Floor Mitchell Building
- Have your name added to the Faculty & Staff Listserv – Maria Liberati (mlib@umd.edu)
- Swipe Access ID Card and Key Access: Use the Building/Room Access Form – Tina Scites (tscites@umd.edu), <https://enst.umd.edu/people/forms>
- Time Entry – ares.umd.edu
- P-Card Information – Traci Tillman Jackson (tt1jacks@umd.edu)
- Travel Form Information – Tina Scites (tscites@umd.edu)
- Complete ENST Faculty/Staff Web Page Information Collection Form and Attach Photo – Jonathan Stephanoff (stephanj@umd.edu), <https://enst.umd.edu/people/forms-resources>
- Lab Safety Training – Eni Baballari (ebaballa@umd.edu) for HJP, Jose-Luis Izursa (jlizursa@umd.edu) for ANSC. <https://essr.umd.edu/scishield-information>

Within the First Two Weeks:

New employees are required to complete the University Orientation & Trainings below.

- **New Employee Orientation (NEO).** NEO orients new employees to the campus, reviews benefits in more depth, introduces them to the employee union (AFSCME) if in the bargaining unit, etc. New employees should register for orientation as soon as possible as sessions fill up quickly. LINK To Register for NEO: <https://uhr.umd.edu/employee-resources/new-employee/new-employee-orientation>
- **Terrapin Strong:** The Terrapin Strong training will orient new employees to the University and go over some key core values of our community. LINK to take online Terrapin Strong training: <https://umd-terrapinstrong.catalog.instructure.com/courses/staff-terrapinstrong-onboarding-2023-2024>
- **Defend Your Shell (IT Training):** This is IT security awareness training that will need to be renewed each year. LINK to take training: <https://umd-dys.catalog.instructure.com/courses/defend-your-shell-2024>
- **Preventing Harassment & Discrimination Training (OCRSM):** This is a required training for new employees. Please submit an online training request form via the following link to take the training. LINK: <https://ocrsm.umd.edu/new-employee>

RESOURCES:

- Campus Map – <https://maps.umd.edu/map/>
- Academic Calendar - <http://www.provost.umd.edu/calendar/>
- Holiday Schedule – <https://phr-app6.umd.edu/holidays/>