

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
 - ENST Personnel Action Request Form
 - Exempt & Nonexempt Business Rules
 - Employee Health Benefits & Retirement Information
 - Driver's Acknowledgement Form
- Select a retirement plan on first day of employment (if none selected, default plan is State Employee/Teacher Alternate Pension System) - <https://uhr.umd.edu/benefits/retirement-benefits/>
- Employee has received Health Insurance Marketplace Coverage Option Notice - <https://uhr.umd.edu/benefits/>
- Parking Permit Information – Tina Scites (tscites@umd.edu)
- Set Up Email Account - <https://identity.umd.edu/id/newuser>
 - Telephone Extension/Name Display – Alex Bondar (abondar@umd.edu), Gary Seibel (gseibel@umd.edu), or Blake Jeter (bjeter@umd.edu)
- IT Needs (Computer Access, Printer Access, etc.) – Alex Bondar (ENSTiT@umd.edu)
- Tuition Remission (Benefits & Guidelines) – <https://uhr.umd.edu/benefits/tuition-remission/>

Within the First Week:

- ID Card – 1st Floor Mitchell Building
- Set up Directory ID/Password - <https://identity.umd.edu/>
- Have your name added to the Faculty & Staff Reflector - Bob Carter (rcarter8@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 - <https://uhr.umd.edu/phr-manual/accessing-a-time-record/>
- P-Card Information – Bob Carter (rcarter8@umd.edu), Blake Jeter (bjeter@umd.edu)
- Travel Form Information – Tina Scites (tscites@umd.edu) / Blake Jeter (bjeter@umd.edu)
- Complete ENST Faculty/Staff Web Page Information Collection Form and Attach Photo - Melissa Rogers (mroger@umd.edu), <https://enst.umd.edu/people/forms>

- Lab Safety Training – Gary Seibel (gseibel@umd.edu)
 - essr.umd.edu/:
 - § Chemical Hygiene Online Training – One Time Training
 - § Hazardous Waste Generator Online Training – Annual Training
 - § Lab Specific Training (Gary Seibel)

- Graduate Student Forms and Documents - enst.umd.edu/graduate/forms
 - Complete Forms Package (MS/ PhD) - <http://enst.umd.edu/graduate/forms>
 - Attend Orientation Session in Late August (tscites@umd.edu)
 - Refer to Grad Handbook for Any Questions - <http://enst.umd.edu/graduate/graduate-student-handbook>

- Campus Map – maps.umd.edu
- Academic Calendar - <http://www.provost.umd.edu/calendar/>
- Holiday Schedule - <https://www.facilities.umd.edu/Documents/UMCP%20Holiday%20Schedule.pdf>