Onboarding - New Employee Checklist

Before the First Day:

New Employment Forms – Ruth Koster (rkoster@umd.edu):
  o W-4 Employee Withholding Allowance Certificate Form
  o I-9 Employee Eligibility Verification Form
  o Direct Deposit Form
  o ENST Personnel Action Request Form
  o Exempt & Nonexempt Business Rules
  o Employee Health Benefits & Retirement Information
  o 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@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


P-Card Information – Traci Tillman Jackson (tt1jacks@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)
  o 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
  o Complete Forms Package (MS/PhD) - http://enst.umd.edu/graduate/forms
  o Attend Orientation Session in Late August (tscites@umd.edu)
  o 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/