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 – 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)
- 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