

New Employee Checklist

Before the First Day

Parking Permit* or Green Commuting Options (including Metrochek)

Campus Map

Campus Facts

Tuition Remission (Benefits & Guidelines)

W-4 Employee Withholding Allowance Certificate Form

I-9 Employment Eligibility Verification Form

Direct Deposit Form

Exempt & Nonexempt Business Rules

Employee Health Benefits & Retirement Information

Faculty Affairs

Guide for New Faculty: Sponsored Research at UMD

Within the First Week

Employee has selected a retirement plan on first day of employment. (if none selected, default plan is State Employee/Teacher Alternate Pension System)

Employee has received Health Insurance Marketplace Coverage Option Notice

ID Card

Set up Directory ID/Password

Email Account

Keys : Building/Room Access

ID Card : Building/Room Access

Telephone Ext/Name Display (Contact your Telecommunications Representative)

Holiday Schedule

Time Entry (How to Complete)

Academic Calendar

Faculty Leave Reporting

Employee Designee Information