New Employee HR Onboarding Checklist

This resource will help guide you through our onboarding process. It is critical that you complete the steps below before your onboarding appointment so that your pay, benefits and access to resources are available in a timely manner.

Prior to your Onboarding Appointment – Complete the online employment portion

1. Visit [http://www.udel.edu/onboarding](http://www.udel.edu/onboarding)
2. Click “Start Here” to complete the Quick Bio. On completion, you will know your UD ID number.
3. Click “Log in” using your UD ID number and password to complete the following web forms:
   a. Tell Us About Yourself
   b. W-4
   c. Direct Deposit
   d. Bayh-Dole Act
4. Complete the I-9 Form. You will sign the form at your onboarding appointment.

   If you are an international employee, contact the Office for International Students and Scholars prior to your onboarding appointment for instructions.

During your Onboarding Appointment – Bring all required documentation

1. If not electronically attached to the Direct Deposit Web Form, bring any of the following:
   a. Voided check, savings statement with bank address and savings account number, or official bank letter, including transit and account numbers.
2. Bring the I-9 Form you filled out.
   a. Bring original (no copies allowed) identification items from the lists on page 9.

After your Onboarding Appointment

1. Obtain your UD Identification Card by going to the Student Services Building (130 Lovett Ave.).
2. Once notified you're in our systems, go to [http://www.udel.edu/myudsettings](http://www.udel.edu/myudsettings) to set up your email.
3. Choose your parking options by visiting Parking Services located in the Perkins Student Center.

Choosing your benefits

1. When your onboarding appointment steps are complete, you will receive an email from HR with instructions about how to enroll in your benefits.
2. You have 30 days from your benefits eligibility date to enroll you, and your eligible dependents, in the benefits programs. If you miss the deadline, you will be automatically enrolled in “employee only” coverage.
3. Learn about your options by visiting the benefits website [www.udel.edu/Benefits](http://www.udel.edu/Benefits).

Questions?
Onboarding, Phone: (302) 831-8677 or email: hr-onboard@udel.edu
Benefits, Phone: (302) 831-2171 or email: hrhelp@udel.edu