

New Employee Checklist

Welcome to the University of Delaware!

This checklist will help guide you through your first few days of employment at the University of Delaware. If you have questions or need assistance, please contact us at 831-8677 or at hr-onboard@udel.edu. You can also visit our New Employee on-boarding website at <http://www.udel.edu/onboarding>.

Human Resources is located on the corner of Academy and Courtney Streets. Our mailing address is:

University of Delaware
Office of Human Resources
413 Academy Street, Room 268
Newark, DE 19716

Prior/During On-boarding Appointment

- Complete Your Online Employment Portion (Optional)**
 - Visit: <http://www.udel.edu/onboarding>
 - Click “Start Here” to complete the Quick Bio which will establish your UD ID
 - Then click “Log In” using your UD ID and Pin
 - Complete: Tell Us About Yourself, W-4, Direct Deposit and Bayh-Dole Act
- Complete your Portion of the [I-9 Form](#)**
 - Bring appropriate back-up documentation with I-9 form as listed on the back side of the I-9 Form
 - If applicable, visit the Office for International Students and Scholars on 413 Academy Street prior to your On-boarding appointment.
- Bring Documentation for Direct Deposit**
 - Voided Check, Savings Statement with bank address and savings account number, or official bank letter including transit and account numbers
- Bring Documentation to Complete Benefits Enrollment**
 - Read and Review your Get the Best of your Benefits booklet before your on-boarding appointment
 - Complete Benefits Enrollment Worksheet and Group Life Beneficiary Form
 - If covering your spouse and/or an eligible dependent child(ren) on your benefits, you will be asked to provide copies of applicable documentation such as your marriage license and/or child(ren)’s birth certificate(s).
 - Depending on your benefits elections, you may need to complete additional forms (Coordination of Benefits Questionnaire, Full-time Student Certification, Group Life Beneficiary Form, Affidavit of Domestic Partnership and/or Spousal Coordination of Benefits Forms) that can also be found at <http://www.udel.edu/hr/forms>. If enrolling in the Delaware Employee’s State Pension plan, Form P1.
 - If you have questions regarding your benefits, please contact our benefits team at (302)831-2171 or email ben-serv@udel.edu

After On-boarding Appointment

- Obtain your vehicle permit to park on campus**
- Obtain your UD ID Card**
- Obtain your e-mail account**

Welcome to the UD Community!