

## 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](mailto: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/onboardmenu>
  - Complete: Quick Bio, 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

### 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!