

NEW EMPLOYEE GOOD TO KNOW INFORMATION

ONE CARD OFFICE | <https://onecard.udel.edu/>

401 Academy St. | M-F 8:30-4:30 | 302-831-2273 | id-card@udel.edu

You can make an appointment by visiting their website, or just walk in during their business hours to receive your Faculty & Staff ID Card. If you have an in-person onboarding appointment you will receive your ID Card, then.

PARKING PERMITS | www.udel.edu/parking | parking@udel.edu

To park on campus, you must purchase a parking permit from Parking Services.

To create a UD Guest Account to access parking prior to your start date:

1. Login to www.udel.edu/parking
2. Click on Manage Parking Account
3. Click on "Get Permits" (bottom of page)
4. Click on "Guest Login"
5. Click on "Create One"
6. Fill out the required information. **IMPORTANT: Username MUST BE your 9-Digit UD ID***
7. Once your account is created, email parking@udel.edu with a copy of your Offer Letter.

When Parking Services sends you an email confirmation, then you can login and select a permit as a full-time faculty/staff member.

EMAIL | www.udel.edu/myudsettings

- ☐ Choose your UDeNet ID by logging into My UD Settings and select update my network settings
- ☐ For additional help, ask your HR Liaison to contact access@udel.edu

WEBVIEWS | www.udel.edu/webviews

- ☐ View your HR, Payroll and related information
- ☐ Current benefits selections, retirement contributions, etc.

WEBFORMS | www.udel.edu/webforms

- ☐ Change your HR or Payroll information (Direct Deposit, Home Address, Emergency Contact, etc.)
- ☐ Forms are available in the Blanks Tab in the top left.
- ☐ HR Employee Demographic Data; Pay-W4; PAY-Direct Deposit, etc.

UD WORKFORCE | www.udel.edu/udworkforce

- ☐ View your time off balances
- ☐ Submit or change time off/leave requests
- ☐ Clock in and out (if applicable)

PAY & BENEFITS | www.udel.edu/payroll

- ☐ Your benefits are active on the first day of your first month of employment.
- ☐ Example: If your starting date is March 1 your benefits are active March 1. If your start date is March 2-31, your benefits begin April 1.
- ☐ Your benefits enrollment email will be sent to the email used during onboarding within the first week of work, with the subject line: GET STARTED WITH YOUR UD BENEFITS.
- ☐ Questions about benefits? Just email: hrhelp@udel.edu.

New Employee Orientation (NEO) Zoom 9 a.m.-10:30 a.m. _____

hr-onboard@udel.edu | udel.edu/onboarding | 550 S. College Ave., Suite 201, Newark, DE 19713