

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

In-Person Onboarding: You will receive your Faculty & Staff ID Card during your appointment.

Remote Onboarding: You will need to visit the Card Office to receive; [Schedule ID Card Appointment Here](#)

Parking Permits | www.udel.edu/parking | parking@udel.edu

A parking permit is required to park on Campus. Use the following instructions to gain one before your start date:

1. Login to www.udel.edu/parking and select **Manage Parking Account**
2. Select **Get Permits** at the bottom of page, then **Guest Login** then **Create One**
3. Complete the Required information. **Important: Username must be your 9-Digit UD ID***
4. Once your account is created, email parking@udel.edu with a copy of your Offer Letter.

Parking Services will send you email confirmation, then you can log in and select a permit as a full-time faculty/staff member.

Email | www.udel.edu/myudsettings

- Access your UD email through Gmail prior to your official first day. Your department will coordinate the transition to Microsoft, if needed, during your first week.
- Update your UDeNet ID and email settings through My UD Settings.
- For additional help, ask your HR Liaison to contact access@udel.edu

WebViews | www.udel.edu/webviews

- View your HR and Payroll related information: Pay Stub, W2, etc.
- Current benefit selections, retirement contributions, etc.

WebForms | www.udel.edu/webforms

- Change your HR or Payroll Information (Direct Deposit, Home Address, Emergency Contact, etc.)
- Forms can be found in the **BLANKS** Tab on the top left

UD Workforce | www.udel.edu/udworkforce

- Submit time sheets, clock in and out (if applicable)
- View your time off balances. Submit or change time off and leave requests

Pay & Benefits | www.udel.edu/payroll

- **Coverage Begins:** Becomes 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 on April 1.
- **Enrollment:** Look for an email in your UD inbox during your first week with the subject line: **GET STARTED WITH YOUR UD BENEFITS**
- **Deadline:** You have 1 month from your official first day to enroll.
- Questions about benefits? Just email: hrhelp@udel.edu

New Employee Orientation (NEO) Zoom: 9:00 a.m.-10:00 a.m. _____

University of Delaware, Human Resources | 550 S. College Ave., Suite 201, Newark, DE 19713

Email UD Onboarding at HR-Onboard@udel.edu or General HR assistance at HRhelp@udel.edu