

# NEW EMPLOYEE GOOD TO KNOW INFORMATION

## **PARKING PERMITS** [www.udel.edu/parking](http://www.udel.edu/parking)

CFA Parking Garage | 77 Amstel Ave. | 302-831-1184 | [parking@udel.edu](mailto:parking@udel.edu)

To park on campus you must purchase a parking permit from Parking Services. Employees working a hybrid schedule may be eligible for a hybrid parking pass. For a hybrid pass, you must first complete the [Telework Plan Agreement Request](#)

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

1. Login to [www.udel.edu/parking](http://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](mailto: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 parking permit.

## **EMAIL** [www.udel.edu/myudsettings](http://www.udel.edu/myudsettings)

- Choose your UDeINet 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](mailto:access@udel.edu)

## **WEBVIEWS** [www.udel.edu/webviews](http://www.udel.edu/webviews)

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

## **WEBFORMS** [www.udel.edu/webforms](http://www.udel.edu/webforms)

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

## **UD WORKFORCE** [www.udel.edu/udworkforce](http://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](http://www.udel.edu/payroll)

- Your benefits are active the first day of your first month of employment.
  - Example: If your start 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: New Hire Benefits Enrollment Instructions. Questions about benefits? Email [hrhelp@udel.edu](mailto:hrhelp@udel.edu).

**New Employee Orientation (NEO) Zoom** 9 a.m.-11 a.m. \_\_\_\_\_  
[hr-onboard@udel.edu](mailto:hr-onboard@udel.edu) | [udel.edu/onboarding](http://udel.edu/onboarding) | 550 S. College Ave., Suite 201, Newark, DE 19713