NEW EMPLOYEE GOOD TO KNOW INFORMATION

UD ID CARD  Student Services Building, 30 Lovett Ave.  
https://onecard.udel.edu | 831-2077 | id-card@udel.edu  
Appointments must be scheduled prior to visiting the ONECard office. Appointments should be made after your onboarding appointment. You can make an appointment through this link:  
https://v2.waitwhile.com/welcome/idcardoffice

PARKING PERMITS  www.udel.edu/parking  
Perkins Student Center | 831-1184 | parking@udel.edu  
Employees who want to park on campus must purchase an annual parking permit from Parking Services. Employees working a hybrid schedule may be eligible for a hybrid parking pass. Telework Plan Agreement Request

EMAIL  www.udel.edu/myudsettings  
☐ Choose your UDelNet 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

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  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 with the subject line: New Hire Benefits Enrollment Instructions.

COVID-19 INFORMATION  www.udel.edu/coronavirus  
☐ You can find free testing events and sites through the State of Delaware through this link:  
https://coronavirus.delaware.gov/testing-events

New Employee Orientation (NEO) Zoom  8:30 a.m.–Noon ________________  
hr-onboard@udel.edu | Benefits: hrhelp@udel.edu