

# NEW EMPLOYEE GOOD TO KNOW INFORMATION

## **PARKING PERMITS** Perkins Student Center | 831-1184 | [parking@udel.edu](mailto:parking@udel.edu)

Employees who want to park on campus must purchase an annual parking permit from Parking Services.

### What to bring with you:

- Offer letter
- Driver's license or UD ID Card
- License plate number(s) - up to 5 vehicles can be registered to 1 permit
- Payment can be in the form of cash, check, credit card or UD payroll deductions

## **UD ID CARD** Student Services Building | 831-2077 | [id-card@udel.edu](mailto:id-card@udel.edu)

**You will receive an ID Authorization Card during your onboarding appointment to take to the ID office to get your UD ID Card.** You will need to [schedule an appointment](#) for either the same day, or another day that is convenient for you.

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

## **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)

## **COVID-19 INFORMATION** [www.udel.edu/coronavirus](http://www.udel.edu/coronavirus)

- The University of Delaware has determined that it is a covered federal contractor as defined by Executive Order 14042 and, accordingly, requires all of its employees to provide documented proof of vaccination against COVID-19, with exemptions for disability or religious reasons, by Dec. 8, 2021 or as of the employee's effective date of hire. If you are fully vaccinated you must upload your immunization record via the [Visitors Health Events Pass](#). You will not be considered fully vaccinated by the University until those records have been received and verified. Medical or religious exemption requests may be submitted using the appropriate forms below.

[Request a Religious Exemption](#)

[Request a Medical Exemption](#)

- You can find free testing events and sites through the [State of Delaware](#)
- All UD employees must [complete a daily screening](#) when on campus.

