

NEW EMPLOYEE GOOD TO KNOW INFORMATION

PARKING PERMITS www.udel.edu/parking

CFA Parking Garage | 77 Amstel Ave. | 302-831-1184 | 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
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 parking permit.

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
 - ☐ 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 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.

New Employee Orientation (NEO) Zoom 9 a.m.-11 a.m. _____
hr-onboard@udel.edu | udel.edu/onboarding | 550 S. College Ave., Suite 201, Newark, DE 19713