### Before the First Day
- Parking Permit* or Green Commuting Options (including Metrochek)
- Campus Map
- Campus Facts
- Tuition Remission (Benefits & Guidelines)
- W-4 Employee Withholding Allowance Certificate Form
- I-9 Employment Eligibility Verification Form
- Direct Deposit Form
- Exempt & Nonexempt Business Rules
- Employee Health Benefits & Retirement Information
- Faculty Affairs
- Guide for New Faculty: Sponsored Research at UMD

### Within the First Week
- Employee has selected a retirement plan on first day of employment. (if none selected, default plan is State Employee/Teacher Alternate Pension System)
- Employee has received Health Insurance Marketplace Coverage Option Notice
- ID Card
- Set up Directory ID/Password
- Email Account
- Keys: Building/Room Access
- ID Card: Building/Room Access
- Telephone Ext/Name Display (Contact your Telecommunications Representative)
- Holiday Schedule
- Time Entry (How to Complete)
- Academic Calendar
- Faculty Leave Reporting
- Employee Designee Information