

## iSchool New Employee Checklist - Staff

### Prior to First Day:

✓	Item	Contact
	New Employee Forms	<a href="https://internal.ischool.umd.edu/human-resources/new-employee-resources/">https://internal.ischool.umd.edu/human-resources/new-employee-resources/</a>
	Retirement Selection	<a href="https://uhr.umd.edu/benefits/retirement-benefits/">https://uhr.umd.edu/benefits/retirement-benefits/</a>
	Benefits information	<a href="https://internal.ischool.umd.edu/human-resources/benefits/">https://internal.ischool.umd.edu/human-resources/benefits/</a>
	Register for new Employee Orientation	Kibbi Henderson, <a href="mailto:kibbihen@umd.edu">kibbihen@umd.edu</a>
	Parking Permit	Daisy Mason, <a href="mailto:dcmason@umd.edu">dcmason@umd.edu</a>
	Office, phone, name plate	Cecilia Penn-Diallo, <a href="mailto:cpdiallo@umd.edu">cpdiallo@umd.edu</a>
	IT Needs	Dave Baugh, <a href="mailto:dbaugh@umd.edu">dbaugh@umd.edu</a>
	Directory Listing	Mia Hinckle, <a href="mailto:mhinckle@umd.edu">mhinckle@umd.edu</a>

### Within the First Week:

✓	Item	Contact
	Expectation Setting Meeting	Direct Supervisor
	ID Card – 1 <sup>st</sup> Floor Mitchell Building	<a href="https://www.registrar.umd.edu/current/Policies/id-cards.html">https://www.registrar.umd.edu/current/Policies/id-cards.html</a>
	Building Access and Key	Cecilia Penn-Diallo, <a href="mailto:cpdiallo@umd.edu">cpdiallo@umd.edu</a>
	Set up Directory ID/Password	<a href="https://identity.umd.edu/id/newuser">https://identity.umd.edu/id/newuser</a>
	Set Up Email Account	<a href="https://oacs.umd.edu/landingtopic/campus-email">https://oacs.umd.edu/landingtopic/campus-email</a>
	Addition to Listservs (iSchool Staff, Assembly, and Announcements)	Kibbi Henderson, <a href="mailto:kibbihen@umd.edu">kibbihen@umd.edu</a>
	Time Entry	<a href="https://internal.ischool.umd.edu/human-resources/time-sheets/">https://internal.ischool.umd.edu/human-resources/time-sheets/</a>
	Office Supplies	Daisy Mason, <a href="mailto:dcmason@umd.edu">dcmason@umd.edu</a>
	Business Cards	Daisy Mason, <a href="mailto:dcmason@umd.edu">dcmason@umd.edu</a>
	Review iSchool Internal Website	<a href="https://internal.ischool.umd.edu/">https://internal.ischool.umd.edu/</a>