New Hire Onboarding Checklist

Before the Onboarding Session

Please complete the following tasks before your onboarding session. They take about two hours to complete.

Complete the I-9 Form:

The federal government requires that UMB verify your identity. Everyone must complete Form I-9.

- If you have a Social Security number, you can fill out Form I-9 electronically. Use Employer Code: 14654.
- If you do not have a Social Security number, complete the Affidavit of Compliance form (PDF). Please bring it with you on the onboarding day. If you are unable to print a paper copy, the form will be available during onboarding.

Submit Supplemental Data Form Documentation

Please use the Supplement Form and Document Upload System to submit your supplemental data form documents. You will be asked to upload a copy of your official documents.

Upload Your Photo for ID Badge (Time Sensitive)

You will obtain your ID badge, or One Card, on the day of onboarding so that you have access to buildings within campus. Instructions can be accessed on the One Card ID Online Photo Submission page. The photo uploader is at the bottom of the page.

Note that failing to upload the photo by the Saturday before the onboarding session will likely cause a delay in receiving your badge.

If you have a UMB One Card already from a previous role (ex: student ID), you may need to exchange your previous badge for your new one, so please bring it with you to your onboarding day.

Complete the Federal and State Tax Withholding Forms and Direct Deposit Form

These three forms must be **TYPED**, printed, and then signed in **black ink**. Handwritten forms will NOT be accepted.

- The following forms and their instructions can be found at the Office of The Controller- Payroll Services site. **Please note**: If you view these forms on a mobile device, you will need to scroll down to the chart titled Employee's Withholding Certificate.
  - **Federal W4 - Employee's Withholding Certificate**

- o **State Employee Withholding Exemption Certificate**
- Additionally, you are required to fill out the **Payroll Direct Deposit Authorization**.

You may review this tutorial on filling out payroll forms. The form must be signed and dated in black ink.

Please bring all the completed forms with you to your onboarding session. It is recommended to keep a copy of every form submitted.

Things you need to know about the processing time of these forms.

- Direct deposit may take up to three (3) pay periods to process. Before it is set up, you will receive your paycheck by mail.
- If you do not submit these forms during onboarding, please contact your department's payroll representative to submit these forms. The forms must be submitted within the first week of hire.
- Please be advised that you will be taxed at the highest tax rates until the Central Payroll Bureau (CPB) has received your completed Federal W4 and State Employee Withholding Exemption Certificate forms. Tax refunds cannot be requested. These two forms also provide your official address to CPB, which is where your first check and W2 Form will be mailed.
- **If you have a dual appointment** with UMB and the University of Maryland Medical Center (UMMC), you will need to provide this information to both institutions.
- **If you are a foreign national** (not a US citizen or permanent resident), you are required to complete a GLACIER record. As a part of completing this record, you must submit your required Federal W4 and State Employee Withholding Exemption Certificate forms to your department payroll representative.
  - o You should **not** submit these tax forms during your onboarding session.
  - o You **should** still submit your completed payroll direct deposit authorization form during your onboarding session.
  - o Additional instructions regarding the GLACIER process are included in the After Onboarding section of the New Hire Checklist.

Review the Mandatory Retirement Plans (Exempt Staff and Faculty)
(Note: This section is for regular Exempt staff and faculty. Consult your welcome letter for your employment classification.)

State law requires that all regular Exempt and Faculty status employees select submit retirement enrollment forms on the first day of employment. Your position is Exempt, so there are two retirement options to select from: **Optional Retirement Plan (ORP)** or **Maryland State Retirement and Pension System**.

The following resources may help you with your decision:

- Enrolling in Retirement Plans

- Choosing a Retirement Plan at UMB Video

- Retirement Plans Comparison Chart PDF

At onboarding, we will provide an overview of the retirement plans. This will be an opportunity for you to ask questions, but you should come prepared to make a decision.

Helpful tips and things to know:

- An election to join either retirement plan is permanent and irrevocable, which means it will follow through your career if you transfer to other positions within the State of Maryland.

- Enrollment in a retirement program is a condition of employment as stated in the Annotated Code of Maryland (First day of employment).

- You will be offered retirement forms during onboarding to complete your enrollment. Forms must be submitted with a valid copy of your proof of birth.

- If retirement plan elections are not submitted, you will be defaulted into the Maryland State Retirement and Pension System (either the [Employees](#) or [Teachers](#) Pension).

- If you would like, you may review and prefill your retirement forms in advance of the onboarding session. Select the appropriate links below:

    - **Optional Retirement Plan Forms**

        - [Maryland State Retirement Agency Election not to participate in the Teachers/Employees System](#)

        - [USM ORP Selection Form](#)

    - **Maryland State Retirement and Pension System Forms**

        - [Maryland State Retirement Agency Application for Membership](#)

        - [Maryland State Retirement Agency Designation of Beneficiary](#) This form must be notarized. Notaries will be available at your onboarding session.

Review the Mandatory Retirement Plan (Non-Exempt)

(Note: This section is for Non-Exempt employees and Law Enforcement Officers. Consult your welcome letter for your employment classification.)

State law requires that all regular Non-Exempt employees and Law Officers must enroll in the Maryland State Retirement & Pension System on the first day of employment. Information is available at the

The following resources are available for you to review:

- [Maryland State Retirement & Pension System](#).

    - [Non-Exempt: Employee Pension](#)

    - [Law Enforcement Officers: Law Officers Pension System](#)

At onboarding, we will provide an overview of the retirement plans, and you will have the opportunity to ask questions.

Helpful tips and things to know:

- Retirement plan selection is permanent and irrevocable, which means it will follow through your career if you transfer to other positions within the State of Maryland.

- Enrollment in a retirement program is a condition of employment as stated in the Annotated Code of Maryland (First day of employment).

- You will be offered retirement forms during onboarding to complete your enrollment. Forms must be submitted with a valid copy of your proof of birth.

- If retirement plan elections are not submitted, you will be defaulted into the Maryland State Retirement and Pension System (either the Employees or LEOPS).

- If you would like, you may review and prefill your retirement forms in advance of the onboarding session. Select the appropriate links below:

    o [Maryland State Retirement Agency Application for Membership](#)

    o [Maryland State Retirement Agency Designation of Beneficiary](#) This form must be notarized. Notaries will be available at your onboarding session.

Register for Parking (if applicable)

It is recommended you apply for a parking permit before your first week of work. Parking and Transportation Services (PTS) provides two parking options to the UMB community.

- Assigned parking (Payroll deduction): Payroll deduction parking is assigned by your department [parking liaisons](#). The current bi-weekly rate is $59. Please contact your department's parking liaison to register for payroll deduction parking.
- Daily parking is a pay-by-day program. The current rate is $9 daily and a one-time $8 parking tag purchase. You will only be permitted to park at the Saratoga Garage. To apply for daily parking, please complete the [Parking Application](#). (In the application form, fill in all 0s for the "Employer ID" if you don't have it yet.)

After you apply for parking, you will be sent a link from Parking & Transportation Services to make an appointment to pick up your parking credentials. If you have additional questions about parking, please [email your parking liaison](#) or call 410-706-5518.

At Your Onboarding Session

Getting There

Please arrive and park in the UMB garage specified in your Welcome Letter. All UMB garages are marked with a white "P" on a red background. Typically, new employees park in the Pratt Street Garage, which is located behind the SMC Campus Center. Because new employees do not yet have ID badges, they will need to enter the SMC from the front of the building. Please bring your ticket inside for validation.

For more information about UMB garages, please visit the [Parking and Transportation](#) website.

What to Expect:

During onboarding, university staff will provide information to help you get familiarized with the university.

- **Morning Sessions:** Designed to help you learn about the culture of the university, including our core values, equity, diversity, inclusion on campus, parking information, and IT services.
- **Afternoon Sessions:** Designed to address employee benefits including health benefits and retirement plan information. Lunch will also be provided.

You are welcome to view the pages of these departments on the [UMB website](#) ahead of time so you can bring your questions to these sessions.

Please bring the following items with you to ensure a smooth onboarding day:

1. Your original [I-9 Supporting Documents](#) for verification.
2. Federal and State Tax Withholding Forms and Payroll Direct Deposit Form.
3. Parking garage ticket if you parked in the garage to obtain a parking voucher.
4. Please bring any questions you may have regarding plan retirement options. **You must complete and submit the Retirement Plan Forms on the first day.** They will be offered to you during the onboarding session and must be submitted with a valid copy of your proof of birth.

After the Onboarding Session:

View a rough outline of onboarding tasks to complete following your onboarding session. Please check with your department representative/supervisor for additional requirements and expectations related to your role.

Set up UMID and Password (1-2 days after onboarding)

Your UMID will be working one or two days after your onboarding day. Your department representative will assign you a workstation ID and temporary password so that you can log on to your computer. You can access all our enterprise applications once you reset your password.

Complete a Glacier Record (foreign nationals only)

If you are a foreign national (not a US citizen or permanent resident), you are required to complete a GLACIER record. GLACIER is a nonresident alien tax compliance system.

To begin the GLACIER record, you will receive an email from [support@online-tax.net](#) with login instructions. The online platform will collect your immigration information to determine your tax residency status. It provides a Tax Summary Report, outlining all the necessary forms to complete.

Submit the Federal W4 and State Employee Withholding Exemption Certificate forms along with a signed and printed copy of the Tax Summary Report to your [department's payroll representative](#).

For instructions on completing a Glacier record, please view the [job aid](#) provided by the Office of the Controller.

Set up MyUMB (1 week after onboarding)

The myUMB Portal provides a central interface for you to access UMB applications, news, services, and information.

Complete Required Training (1-4 weeks after onboarding)

Complete all courses assigned by the university and your department.

Register with Central Payroll Bureau (2-4 weeks after onboarding)

To ensure that you can view your W2 and pay stub online, you are required to register in the payroll system after your first pay stub, which will be sent by mail. Once you have received your check, go to the Payroll Online Service Center (POSC) to register. You will need a check/advice number, which you can find on your pay stub.

Select Health Benefits Options (within 60 days of hire)

As a new employee, you have 60 calendar days from the date of hire to choose your benefits programs. You will be able to enroll once you receive a series of emails from the state of Maryland SPS Workday system. These emails may take 2-4 weeks from your hire date to be delivered. These emails will contain your SPS ID# (known as a "W" number) and temporary password. For details on available plans and coverage, please visit: Health Benefits.

- Coverage will begin on the first day of the month following your hire date. The exception is if your hire date is the first day of any month. Here are two effective date examples:
  - New Employment Date Jan. 22 = Feb. 1 Effective Date of Coverage
  - New Employment Date March 1 = March 1 Effective Date of Coverage
- Dependent Documentation is required and must be uploaded into SPS Workday at the time of submission.

Enroll in a Supplemental Retirement Account (optional)

All employees are eligible to participate in a Supplemental Retirement Account (SRA). Changes to supplemental contributions can be made at any time. These funds are separate from the mandatory retirement accounts.

Helpful tips to begin your future financial investment:

- For enrollment instructions, vendor information and IRS maximums for the calendar year, please visit the SRA website.

- o   Offers **pre-tax** and/or **post-tax contributions** with several vendors: Fidelity, TIAA, or Nationwide.
- Allow 2 -3 weeks for system access to enroll.

Additional Resources and Information

About the Campus Video: [University of Maryland Baltimore](#)

Onboarding Safety Video: [UMB Police Safety Video](#)

UMB Campus Navigation

- [Campus Map (PDF)](#)
- [Campus Walking Paths](#)

Inclement Weather or Emergency Information

Due to potential inclement weather or any emergencies, we advise that all new hires check [UMB alerts](#).

In the event of inclement weather or an emergency, the following applies:

- If the campus opens at 9 a.m., please arrive at 9 a.m.
- If the campus has a 2-hour delayed start, please arrive at 10 a.m.
- If the campus is closed or opens at 11 a.m. or later, onboarding will take place on the next business day.

(Note: If the campus is closed or open at 11 a.m., please check in with your department supervisor to determine whether you need to report on that day or not. If you are unsure who your supervisor is, please [contact the Human Resource onboarding team](#).)

COVID-19 Vaccination

All University of Maryland, Baltimore (UMB) employees are strongly encouraged to follow all CDC recommendations related COVID-19 vaccinations and booster doses. Employees are eligible to use accrued leave for the purpose of receiving their COVID-19 vaccinations and booster doses.

Employees whose job duties require them to work in clinical settings or at clinical or field sites continue to be subject to the vaccine requirements of those sites. Schools are responsible for communicating and enforcing any COVID-19 vaccine requirements that relate to a UMB employee's specific job duties.

Launch Your Life Wellness Events for Staff and Faculty

Whether you are planning to be financially fit, needing a boost with your nutrition or want to calm and restore your mind, Launch Your Life offers a variety of events to choose from. Please visit Launch Your Life page at Human Resource Services.

Thank you. If you have questions or concerns about the onboarding process, please contact the Human Resources team. If you have questions or concerns related to your department/unit orientation, please contact your department/unit representative.