

MAPP Onboarding Checklist

Name: _____ Hire date: _____

Contact Information

Address: _____

U ID# _____

Email: _____

Phone: _____

Check all the items (if applicable):

HR Manager/ Monica Herrera <mailto:mherra@umd.edu>

- Process the appointment in the University System
- Provide and process benefits and retirement paperwork
- Provide timesheet Instructions
- Do tours and introductions
- Provide instructions to request all pertinent training (PRD, Sexual Harassment, Hate Bias etc)
- Set up personnel file
- Get ID card/University ID number
- Add employee to relevant reflectors

Administrative Coordinator/MaryLee Seaman/ mseaman@umd.edu

- Provide Telephone number, voice mail and telephone usage instructions
- Setup mail box
- Provide information for parking permit
- Provide keys for the office

IT/ TSC@umd.edu

- Provide email log in/access
- Notify Building Security about building access
- Provide Computer/Laptop, Other computing equipment
- Set up the ID card access
- Update website
- Provide access to network drives, relevant files/folders
- Provide access to printers, copiers, scanners
- Provide access to calendars (leave, conference room, classrooms etc)

Business Manager/Dawn Green/dgreen@umd.edu

- Provide instructions for requesting Visa/Purchasing Card
- Provide instructions for requesting Diner's/Travel Club Card
- Set up copy code access
- Provide name plates/ID Badge
- Order business cards
- Order office supplies
- Provide access to travel forms/purchasing card forms/reimbursement forms
- Explain field trip procedures
- Explain reimbursement procedures