



## **Part-time Lecturer Hire Instructions**

**Welcome** to the School of Architecture, Planning and Preservation. I am: [Monica Herrera](#), HR Manager. Please direct all of your questions to me directly.

Ph: 301-405-6282

[mherrera@umd.edu](mailto:mherrera@umd.edu)

School of Architecture, Planning and Preservation Room 1107A  
College Park, MD 20742

### **Appointment & Payroll**

- I-9 Employee Eligibility Verification – Please follow I-9 instructions in email you will receive from Monica Herrera
- Provide copy of Diplomas (BA, MA & PhD) or transcripts to Monica Herrera
- Provide two (2) forms of I.D's that Establish Identity and Employment Eligibility to Monica Herrera

The following forms should be completed in: **BLACK INK, NO MISTAKES**, and **ORIGINALS** delivered to Monica Herrera

- [Payroll Direct Deposit Authorization Form](#)
- [Form W-4 \(Maryland, DC & WVA\)](#)

### **First Day Instructions (Please Report to Room 1107A)**

- ID Card Information
- Email Activation Information
- Parking Information
- Submit Short Biography to [Jelena Dakovic](#) for website update
- Submit Photo to [Jelena Dakovic](#) for website update

# 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](mailto: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](mailto: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](mailto: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