

College of Agriculture and Natural Resources

Orientation Checklist

We welcome you to the College of Agriculture and Natural Resources (AGNR) and to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (unit). We are excited to have you as part of the team to move the University of Maryland forward in its mission.

AGNR is the 1862 land-grant institution in the State of Maryland. The First and Second federal Morrill Acts established the 1862 and 1890 land-grant universities, respectively. Our rich heritage and mission of providing academics, research and extension are the mainstay of our college. Your success as a member of this team contributes to the growth and success of our organization.

This orientation check list has been designed to assist you and your supervisor in the early days of your employment. They are a framework to help get you not only oriented to the university, college, and your unit but also to help you establish the tools needed as soon as possible to be a contributor to the team. You are to work with your supervisor in determining what items on this checklist pertain to your position. It is your responsibility to use this as a tool to help you succeed.

We look forward to the great things that you will contribute to our great college and to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (unit). Please feel free to reach out to your supervisor and others within your unit to help you contribute to your fullest potential. After the end of the first month, you should meet with your supervisor to go over this checklist.

**AS APPLICABLE:**

**Days One and Two**

* *Visit with unit payroll office (this should be the first item completed).*
* *Ensure Retirement plan is selected by first day of employment.*
* Review the College and office organization charts.
* Provide office tour and introductions to co-workers.
* Discuss history of College; mission, philosophy, strategic plan, etc.
	+ Review AGNR Faculty and Staff Page: <http://agnrgroups.umd.edu/faculty-staff>
* Explain office procedures (including equipment, supplies, parking, and IT support) as well as office standards (including office hours and proper attire).
* Review and clarify job responsibilities based on position description.
* Review Microsoft Outlook calendar expectations.
* Obtain UMD ID card:
	+ Mitchell Building: 7999 Regents Dr., College Park, MD 20742
* Obtain office key/s.
* Obtain UMD Parking Permit.
* Ensure UID is established.
* Set up UMD e-mail account and provide guidance on setting up email in Outlook: <http://it.umd.edu/email>
* Set up printer and add e-mail to printer address book.
* Create signature in Microsoft Outlook.
* Discuss Personnel Benefits and Services:
	+ Review UHR orientation checklist <https://uhr.umd.edu/benefits/>
	+ Ensure Retirement Plan is selected prior to end of 1st day
	+ Health insurance
	+ Holiday, Personal, and Annual leave

**Week One**

* Update e-mail to @umd.edu and verify/update personal information in ARES: <https://bfs.umd.edu/commonlogin/login?goto=https://was-3.umd.edu/phrdataverification/dataverif?action=dataverif>
* Request to be added to the AGNR Directory: <https://docs.google.com/forms/d/1GObx8RCnQjQ0-w_UG5l50ZEV0V_nFFYZMPScPMydXaw/viewform>
* Review AGNR website: <http://agnr.umd.edu/>
* Review Administrative Services website: <http://agnr.umd.edu/administrative-services>
* Register for UMD *New Employee Orientation*: <http://training.umd.edu>
* Discuss UMD and AGNR Policies.
* Explain time & attendance procedures:
	+ Review payroll dates
	+ Review work hour procedures (office hours, lunch, breaks, etc.)
	+ Review biweekly entry of time in PHR: <https://was-3.umd.edu/phrtimeentrymenu/menu>
	+ Review process for requesting leave
	+ Review out of office message policy
* Review ARES: <http://ares.umd.edu/home/>
* Submit system access requests (as appropriate):
	+ KFS: <https://bfs-lookup1.umd.edu/ares/kfsrpt.menu>
	+ Data Warehouse: <http://it.umd.edu/dataadmin/DataWarehouse/Checklist/DWacctform.html>
	+ ELF: <https://bfs.umd.edu/commonlogin/login?goto=https://was-4.umd.edu/elfSecurity/AccessRequest/ShowAccessRequestHandler>
	+ PHR: e-mail PHRSERV@umd.edu
	+ BPM: e-mail sboblitz@umd.edu
	+ IRPA: e-mail IRPA@umd.edu
* Submit request for Pcard (as appropriate): <http://agnr.umd.edu/sites/default/files/admin-services/cardholderagrmt.pdf>
* Obtain or order office supplies.
* Order business cards (as appropriate): <http://www.dbs.umd.edu/print/>
* Add staff meetings to Outlook calendar.

**Month One**

* Attend UMD *New Employee Orientation.*
* Discuss opportunities for potential staff development.
* Access online earnings statement: <https://was-3.umd.edu/phrtimeentrymenu/menu> or <https://uhr.umd.edu/posc/>
* Review UHR training opportunities: <http://uhr.umd.edu>
* Attend training (as appropriate) for:
	+ KFS: <https://kualifinancial.umd.edu/KFS/kfs-registration-all1.html>
	+ Data Warehouse: <http://it.umd.edu/dataadmin/DataWarehouse/Checklist/training.html>
	+ ORA: <http://www.ora.umd.edu/training>
* Review Employee PRD Checklist: <https://uhr.umd.edu/staff-relations/performance-review-and-development-prd/employee-prd-checklist/>
* Attend PRD Training for Supervisors (as appropriate): <https://uhr.umd.edu/staff-relations/performance-review-and-development-prd/>
* Attend eTerp2 Training for either Creator, Search Chair, Search Committee, or Chair Designee (as appropriate): <https://uhr.umd.edu/eterp/eterp2-training-sessions/>
* Discuss Travel and Expenses Statement & TAR (as appropriate).
* Provide introductions to networks outside of AGNR.
* Review University Human Resources New Employee Checklist for additional items: <https://uhr.umd.edu/new-employee-checklist/>