

Onboarding New Hire Enrollment Documents

Scan and email to: hrjobs@umaryland.edu

Regular staff (empl classes: 20, 33)

1. Employee Action Form
2. Parking/Building Access Form
3. Signed offer letter

Contingent Category II staff (empl classes: 22, 35)

1. Employee Action Form
2. Parking/Building Access Form
3. Contract signed by School/Department
4. Signed offer letter

Contingent Category II Conversion to Regular staff (empl classes: 22, 35)

1. Employee Action Form
2. Conversion form signed by HRS Compensation and School/Department

Contingent Category I Faculty and Staff (empl classes: 31I, 31T, 34)

1. Employee Action Form
2. Staff contract signed by HRS Compensation, School/Department, and Employee or signed appointment letter
3. Signed employment application with current email address

Faculty, Librarians and Post Doctoral Fellows (empl classes: 01, 02, 03, 15, 19, 36)

1. Employee Action Form
2. Parking/Building Access Form
3. Signed appointment letter or contract with current email address
4. Curriculum vitae or resume

An equal opportunity and affirmative action employer.