Below is a summary of the basic information you receive upon hire.

UMD Email:
To set up your UMD email, visit https://identity.umd.edu/. Once your email address is set up, send it to Fernanda Saba (fsaba@umd.edu)

University ID Card:
To obtain your ID Card, visit the Office of the Registrar, 1st floor, Mitchell Building, Monday - Friday, 8:30-4:30. Be sure to take an ID with you.

Payroll Forms
Please complete and mail the State and Federal W4 forms directly to the Central Payroll Bureau (address below). Your tax forms must be completed electronically, printed, signed and mailed to central payroll. Use this link to complete the payroll forms.

Central Payroll Bureau
PO Box 2396
Annapolis, MD 21404

> Direct deposit form - Central Payroll Bureau (CPB) will only accept Direct Deposit forms that are typed using their fillable online form. The only handwritten portion of the form should be the signature which can only be in blue or black ink. Forms signed in any other color will be returned.
>
> The online fillable Direct Deposit form can be found on CPB's website https://www.marylandtaxes.gov/statepayroll/Static_Files/Direct_Deposit_Form.pdf.
>
> Please remember all forms MUST be original. Photocopies, scanned copies, electronic signatures will not be accepted.

Parking:
For parking **on campus**, review the faculty/staff parking options here.
Please follow the below instructions that pertain to the parking option you have selected.

Annual permit - Please fill out, sign and return the parking registration form and payroll deduction form to Sandra Carcamo (scarcamo@umd.edu). We will also need the make, model, the year, state of registration, color and license plate number for the primary vehicle on your permit.

**For the parking registration form – leave department code, campus phone, and lot assignment blank.

2-day/3-day permit – complete the form through the first link above. After submitting the form you will receive an email from DOTS (Department of Transportation Services) approving your submission and giving you instructions on how to use your permit.

**Remember that this is a virtual permit based on your license plate. You will need to activate your permit through your NuPark account before parking on campus. Activate permit on the day you plan to use it. Failure to do this will result in a parking ticket.

Parking at **4600 River Road** is free and you do not need to complete any forms. If you need to park on campus, you can use the meters located behind the Chapel.

See map for more information.

Contact Sandra Carcamo with any questions/concerns.

River Road Swipe Card Access:
Email Sandra Carcamo: scarcamo@umd.du
Give her your name, UID, the department you work in GEOG, along with your PI's name, let her know you need swipe card access.

Timesheets:
You are required to complete and sign off on a timesheet every two weeks. Login to: www.timesheets.umd.edu using your Directory user name and password. Select the appropriate pay period, and complete your timesheets/ time entry at the end of each pay period (click 'save leave entered & final employee sign off'). Your time sheet must be signed off by you prior to being approved by your supervisor. This will ensure you are paid in a timely fashion.

Click [here](#) for a timesheet guide for EXEMPT employees taken from UMD Division of Information Technology.

Department Website:
Email Catherine Miranda: cmirand2@umd.edu
Give her your UID, email, and position title so she can add you to the department website and appropriate email listservs.

Multi-Factor Authentication
To log in to University resources that use CAS, you must be enrolled in multi-factor authentication. To set up MFA, [click here.](#)