

# Faculty New Hire Checklist

Human Resources welcomes you to the University of Massachusetts Dartmouth! Please refer to this checklist to ensure that you have covered all necessary onboarding steps for a smooth transition into your new role. We look forward to you joining our team.

## Onboarding Steps

<b>Before You Start Work:</b>	<input checked="" type="checkbox"/>
Complete and submit essential onboarding paperwork (Personal Data Questionnaire, IP Policy, Compliance Training Packet)	<input type="checkbox"/>
<i>Ensure all hiring paperwork has been received and you have received your Employee ID Number from Human Resources. Please refer to the "Important Onboarding Documents" email you had received from the Recruitment Team prior to your start date to access these forms.</i>	
Review the <a href="#">Group Insurance Commission (GIC) Benefits Decision Guide</a> and your benefits summary to familiarize yourself with your benefits options	<input type="checkbox"/>
<i>Please refer to the "Important Onboarding Documents" email you had received from the Recruitment Team prior to your start date to review your benefits summary. You will have the opportunity to ask benefits questions during New Faculty Orientation in August 2022.</i>	
<a href="#">Activate your HR Direct account and UMassD email</a>	<input type="checkbox"/>
<i>You will need your Employee ID number for this step. Please refer to the email you received from the Recruitment Team for this number.</i>	
<a href="#">Activate your UMass Pass ID</a>	<input type="checkbox"/>
<i>After you have activated your UMassD Logon (and email account), you will be able to obtain your UMass Pass identification badge via the UMass Pass Portal. Once your information has been accepted into the system, an identification badge will be generated for you within 24-48 hours and will be available for pick up. Your UMass Pass identification badge can also be used for food, access, and library privileges!</i>	
<b>PeopleSoft/COIN ACCESS -</b> <b>Faculty Access Request:</b> General faculty access will be applied once a faculty member has been activated by Human Resources/Payroll. If the faculty member will also serve in an advising capacity, the manager must submit an IT Help Ticket indicating advisor access is needed.	
<a href="#">Obtain your UMass Parking Pass</a>	<input type="checkbox"/>
<i>Faculty and staff must pre-register all vehicles on campus on the UMass Parking Portal (online). Please have your vehicle registration available when you register.</i>	
Submit your <a href="#">I-9 Form</a> with two (2) forms of valid ID. (See page 3 of the I-9 form for acceptable forms of ID)	<input type="checkbox"/>
<i>Please note, this electronic form <b>must</b> be submitted to Human Resources <b>no later than your date of hire</b>. Additionally, your I-9 identification will be verified in person during New Faculty Orientation. Please bring both IDs to your orientation on August.</i>	
Attend New Faculty Orientation (Two-day event scheduled for August)-Invite will follow.	<input type="checkbox"/>

## Important Contact Information:

For questions regarding **Talent Acquisition:**

- **Catherin Barton, Talent Acquisition Manager**  
(508) 910-6474

For questions regarding **onboarding requirements or issues:**

- **Lauren Mendell, Employee Experience Specialist**  
(508) 999-8080

For questions regarding **benefits:**

- **Sandra Escaleira, Assistant Director** or
- **Kristen Gaudette, HR Associate**  
508-999-8045

Human Resources: [HR Questions](#)

For questions regarding **UMass Pass and/or Parking:**

- **UMass Pass Office:** 508-999-8134
- [umasspass@umassd.edu](mailto:umasspass@umassd.edu)
- **UMass Parking Office:** 508-999-8121
- [parking@umassd.edu](mailto:parking@umassd.edu)

For questions regarding **Computer Information & Technology Services (CITS) and COIN:**

- **CITS Help Desk:** 508-999-8900
- Submit an **IT Help Ticket** [IT HELP](#)

For questions regarding **textbooks and course materials:**

- **Campus Bookstore:** 508-999-8180

New Faculty Orientation covers the following topics: HR policies; procedures; an overview of key departments; faculty resources; and benefits information. New Faculty Orientation will be held **in-person**, barring any unexpected restrictions related to COVID-19. You will receive additional information regarding New Faculty Orientation over the coming months. **You will be provided specific days (within three days of your start date) to stop by HR with the ID that you turned in with your electronic I-9 Form.**

## Onboarding Steps (Continued)

### On Your First Day:

Set up direct deposit in [HR Direct](#). You may set up your direct deposit upon your start date. Please make this a priority.

Complete your federal and state tax withholding forms in [HR Direct](#)

*Please note, Rhode Island residents are required to complete the [RI W-4 form](#) for state withholdings. This form will route to Human Resources automatically once submitted.*

Set up electronic W2 consent by logging into [HR Direct](#) and navigating to: **Employee Self Service > W-2/W-2c Consent.** (Learn more about electronic W2 consent in our [HR Portal](#))

Establish contact information for the [University Online Directory](#).

### Within your First Week:

Complete and return your Benefits Information Packet to the Benefits Team in Human Resources (Foster 213)

[Register for UMassD MyAlerts](#)

*UMassD's MyAlert is a notification system designed to immediately deliver emergency information to students, faculty, and staff via multiple methods including mobile phone text and voice messaging*

### Within your First 30 Days:

Complete and submit your electronic benefits enrollment forms within the myGICLink Benefits Portal upon receipt of the email from myGICLink. **Your enrollment forms must be submitted within 21 calendar days of hire to ensure benefits enrollment.**

Complete the mandatory **State Ethics** and **Title IX/Sexual Harassment** trainings

*Upon receipt of an email notification from our training platform, **Get Inclusive**, you will be able to access your assigned **Title IX/Sexual Harassment course**. You will then need to log in using your UMass Dartmouth single sign-on credentials. **Your course progress and completion data will be stored in the Get Inclusive system, so there is no need to send your completion certificate to Human Resources, however please ensure that this course is completed within 30 days of your date of hire for compliance purposes. If you do not receive the email from Get Inclusive, please create an HR Service ticket [here](#).***

### Within your First 60 day

## Employee Trainings

To register for an employee training, navigate [Here](#).

Available courses may include the following and are dependent upon your position. Please check with your supervisor before registering:

- Financial Training Classes
- Peoplesoft Travel & Expense w/ Terra Dotta Travel Registry
- Buyways Requisitioner/Shopper Training
- Approval Training for Buyways Requisitions & PeopleSoft Travel & Expenses
- PeopleSoft Financial Reports & Budget Lookup Session
- Summit 101 Financial Dashboard Informational Session

In addition, take advantage of [LinkedIn Learning courses](#) as a UMass Dartmouth faculty member, free of charge!

You will be sent an email from our training system, Get Inclusive to complete the following trainings: State Ethics, Data Security, Title IX **and FERPA**. As you take the trainings, your information will be automatically logged into the Get Inclusive System.

### **Helpful Information for New Faculty:**

Read our [Frequently Asked Questions](#) for new faculty and staff.

*We hope that you have a smooth and successful onboarding experience and welcome you to the UMass Dartmouth Team!*