

# New Hire Checklist

Welcome to the University of Massachusetts Dartmouth! Please complete and review this checklist with your manager to ensure a smooth transition into your new role.

## Onboarding Steps

<b>Before You Start Work:</b>	<input checked="" type="checkbox"/>
Make note of the government-issued identification you provided when completing your I-9 Tracker and Massachusetts CORI Authorization onboarding documentation and plan to bring them to Orientation on your first day of work.	<input type="checkbox"/>
Driver's License    Passport    State Issued ID    Other: _____	
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>You will have the opportunity to ask benefits questions during your orientation.</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 your Onboarding Specialist.</i>	
<a href="#">Activate your UMass Pass ID.</a>	<input type="checkbox"/>
<i>Your identification badge will be generated and available for pick up within 24-48 hours of submitting your Information. Your UMass Pass identification badge can also be used for food and campus store purchases, access, and library privileges!</i>	
<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>	
<b>On Your First Day:</b>	<input checked="" type="checkbox"/>
Report to your department at your scheduled start time.	<input type="checkbox"/>
Report to Foster Administration - Suite 213 at 9:45 to attend New Employee Orientation - <b>Attendance is mandatory.</b>	<input type="checkbox"/>
Be sure to bring your I-9 ID(s) to orientation to be verified by HR, in person.	<input type="checkbox"/>
Contact CITS for technology service & COIN set up or questions - <a href="#">IT HELP</a>	<input type="checkbox"/>

## Important Contact Information:

For urgent **onboarding** questions or issues:

- **Sandra Escaleira** (508) 999-8045

For urgent **benefits** questions or issues:

- **Kristen Gaudette** (508)-910-6051

For urgent **Payroll** questions or issues:

- **Michelle O'leary** (508)-999-8049

For any other **Human Resources** questions or issues – Submit a Case: [HR Questions](#)

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

- **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)

[CAMPUS MAP](#)

<b>On your First Day: (Continued)</b>	<input checked="" type="checkbox"/>
Set up direct deposit in <a href="#">HR Direct</a> (Failure to do so may impact the timely receipt of your first paycheck!)	<input type="checkbox"/>
Complete your federal & state tax withholding forms in <a href="#">HR Direct</a> .	<input type="checkbox"/>
<i>Please note, Rhode Island residents are required to complete the <a href="#">RI W-4 form</a> for state withholdings.</i>	
Set up electronic W2 consent by logging into <a href="#">HR Direct</a> and navigating to: <b>Employee Self Service &gt; W-2/W-2c Consent</b> . (Learn more about electronic W2 consent in our <a href="#">HR Portal</a> .)	<input type="checkbox"/>
Establish contact information for the <a href="#">University Online Directory</a> .	<input type="checkbox"/>
<b>Within your First Week:</b>	<input checked="" type="checkbox"/>
Complete and return your benefits packet to the Benefits Team in Human Resources (Foster 213).	<input type="checkbox"/>
<a href="#">Register for UMassD MyAlerts</a> .	<input type="checkbox"/>
<i>UMassD's MyAlert is a notification system designed to immediately deliver emergency information to students, faculty, and staff.</i>	
<b>Within your First 21 Days:</b>	<input checked="" type="checkbox"/>
Complete and submit your electronic benefits enrollment forms within the myGICLink Benefits Portal upon receipt of the email from myGICLink. Your enrollment forms <b>must be submitted within 21 calendar days of hire</b> to ensure benefits enrollment.	<input type="checkbox"/>
<b>Within your First 60 Days:</b>	<input checked="" type="checkbox"/>
Compliance Training - You will be sent an email from our training system, Get Inclusive with training modules. You are required to complete the following trainings: State Ethics, Data Security, Title IX and FERPA, and others depending upon your role.	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <a href="#">Compliance Training Packet</a> - Please review, sign, and submit this packet.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <a href="#">IP Policy</a> – Please review, sign, and submit this electronic form.</li> </ul>	<input type="checkbox"/>
<b>Helpful information for new hires:</b>	
Read our <a href="#">Frequently Asked Questions</a> for new faculty and staff.	

## **HR Direct Time Approver Training**

Supervisors are required to approve their employees' time every week in HR Direct. If you are a new supervisor who will need to approve time, please navigate [here](#) to complete the **Time Approver Training & Access Request**. HR will review your reporting structure and will contact you as soon as your permissions have been established.

## **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
- Concur Travel & Expense
- Buyways Requisitioner/ Shopper Training
- Approval Training for Buyways Requisitions & PeopleSoft Travel & Expenses
- PeopleSoft Financial Reports & Budget Lookup Session
- Summit 101 Financial Dashboard Informational Session