

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

Before You Start Work:



Complete and submit essential onboarding paperwork (Personal Data Questionnaire, IP Policy, Compliance Training Packet)

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.

Review the [Group Insurance Commission \(GIC\) Benefits Decision Guide](#) and your benefits summary to familiarize yourself with your benefits options

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.

[Activate your HR Direct account and UMassD email](#)

You will need your Employee ID number for this step. Please refer to the email you received from the Recruitment Team for this number.

[Activate your UMass Pass ID](#)

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!

[Obtain your UMass Parking Pass](#)

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.

Submit your [I-9 Form](#) with two (2) forms of valid ID. (See page 3 of the I-9 form for acceptable forms of ID)

*Please note, this electronic form **must** be submitted to Human Resources **no later than your date of hire**. Additionally, your I-9 identification will be verified in person during New Faculty Orientation. Please bring both IDs to your orientation on August 25, 2022.*

Attend New Faculty Orientation (Two-day event scheduled for August 25, 2022 & August 26, 2022)

*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. **Please have your original I-9 ID(s) available for verification during orientation.***

Important Contact Information:

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

- **Leslie Mercure, Sr. Recruitment Manager:** 508-910-6474, or
- **Sarah Mosel, HR Associate:** 508-999-8080
- Recruitment@umassd.edu

For questions regarding **benefits:**

- **Sandra Escaleira, Benefits Manager** or
- **Lyn Soderlund, HR Associate**
- 508-999-8045
- Benefits@umassd.edu

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

- **UMass Pass Office:** 508-999-8134
- umasspass@umassd.edu
- **UMass Parking Office:** 508-999-8121
- parking@umassd.edu

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

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

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

- **Kate Buck, Bookstore Manager:** 508-999-8185
- Kbuck@umassd.edu

For questions regarding **COIN access:**

- **Audra Callahan, Registrar:** 508-999-8615
- Acallahan@umassd.edu

Onboarding Steps (Continued)

On Your First Day:

Set up direct deposit in [HR Direct](#)



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 contact Recruitment@umassd.edu.***

*The **State Ethics course** is located on the State Ethics Commission website [here](#). Please forward your completion certificate to Recruitment@umassd.edu within 30 days of hire.*

Please set aside approximately one (1) hour to complete each course.

Helpful Information for New Faculty:

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

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!

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