Day One Checklist

Welcome to UMMS! Beginning a new job can be challenging so we have created this checklist to help you and your manager with the transition. We hope this checklist helps you get started on your path to success!

New Hire Orientation	Attend the New Hire Orientation in the HR Training Room at 333 South Street, Shrewsbury MA.	☐
New Hire Paper Work	Complete all required new hire paperwork related to benefits election & personal information. If you have any questions regarding this paperwork, contact the HR Receptionist at 508-856-5260.	☐
ID Badges	If you have not already received your UMMS ID Badge, you can obtain it at the Parking Office. The Parking Office is located at HA-531 (Level A of UMMS Hospital side, UMMS) 55 Lake Ave, Worcester. For questions call 508-856-3630. The replacement cost of the ID badge is $10.00.	☐
Parking Tags	If you have not already received your parking permit, review the Parking Options available for employees, faculty and students at UMMS.	☐
Work Schedule	Review work schedule and time reporting procedures with your manager.	☐
Building Tour	Tour the facility you work in including the location of the: • Restrooms • Cafeteria • Department refrigerators • ATM • Vending machines • Fax machines	☐
Technology Support	Review the campus wide service page for information related to computer and telecommunications support. Contact the Helpdesk with questions regarding login and passwords or any other technology need at 508 856-8643.	☐
Network Account	If you do not have access to the UMMS network, complete the Account Request Application.	☐
Meet and Greet	Get introduced to your department staff and key personnel.	☐