

## New Hires – UMMS Benefits

### Process

- All new hires that are eligible for Benefits will receive a packet of some forms on their first day at Orientation (the remainder of forms can be completed online).
- You will have 10 days to submit final paperwork, from the date of hire.
- If you are declining Benefits, you need to fill out forms to decline Benefits within your first 10 days of hire.
- If you are eligible and do not enroll in Benefits before 10 days of your date of hire, you will have to wait until the next UMMS open enrollment period to sign up for benefits.

### Questions

- If you have questions about any of the benefit options, you are encouraged to attend the weekly interactive **Benefits Q&A session** which is held every **Wednesday from 1pm to 2pm**.
- Employees may log into the Zoom session from their desk.
- If you plan to attend the Benefits Q&A session online, you are required to register by emailing [BenefitsQandA@umassmed.edu](mailto:BenefitsQandA@umassmed.edu).
- Once you send your registration email, you will receive the login information for the weekly Zoom session.
- Please log in 10-15 minutes early to avoid any technical issues.

### To contact the Benefits Department with questions:

**Phone:** 508-856-5260, Option 1, then Option 1  
**Fax:** 508-856-4049  
**Email:** [Benefits.UMMS@umassmed.edu](mailto:Benefits.UMMS@umassmed.edu)  
**Mailing Address:** UMass Medical School Benefits Department  
Human Resources  
333 South Street  
Shrewsbury, MA 01545

**NOTE: You are responsible for submitting your benefits forms by the required deadline. If forms are not submitted timely, you risk not being enrolled in benefits and you will have to wait until the next open enrollment to enroll in health, dental and vision insurances.**