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**New Course for Managers! HIRE Module, Part II - Onboarding  
and Engaging Your New Hire**



We are pleased to announce the launch of our new course at UMMS, **Onboarding and Engaging Your New Hire**. This course is Part II of the HIRE module for the Manage and Lead at UMMS training program.

For Part I of the HIRE module, you learned how to make the right hiring decision with confidence using the latest techniques in Competency-based Behavioral interviewing. We are now going to review with you how to onboard and engage your new hire to prepare them for a successful start at UMMS and in your department.

**Onboarding and Engaging Your New Hire Class**

**Description:** This module provides the information and understanding of how to successfully onboard and engage new staff at UMMS that consists of:

- Review Why New Hires Join and Leave UMMS
- Learn How to Ensure a Successful New Hire Transition from First Day at Orientation through End of the First Year and Beyond
- Review the New Hire Onboarding Roadmap
- Review and Apply the UMMS Manager Roadmap and Resources for Onboarding a New Hire
- Learn Why Having an Engaged New Hire Matters to You as a Manager
- Review the Strategies to Engage New Hires and How to Apply
- Learn How to Create a Culture of Engagement for Your Entire Team so They are Committed to You as Their Leader
- Learn How to Create Enthusiasm, Empower Your Team, Earn Trust, Instill Confidence, and Inspire Those Around You

**Audience:** Managers/Supervisors

**Instructor:** [Martha Streeter, Director, HR Communications, Learning and Talent Development](#) (click on name to access biography)

**Prerequisite:** None

**Venue:** Classroom; **Please bring your cell phone for interactive exercises**

**Timeline:** Offered weekly; 2 1/2 hours each class; classes begin September 12, 2017 through November, 2017

**Registration:** For more details **and to register\*** [click here](#).

*\*Please note, when you register, you will need to access our*

## New Course for all Employees in October - Conflict in the Workplace: Transforming Conflict into Collaboration



We are pleased to announce the launch of one of our new professional development course offerings at UMMS, ***Conflict in the Workplace: Transforming Conflict into Collaboration***.

This course will provide UMMS employees with information and action steps to effectively respond to conflict.

The ***Conflict in the Workplace: Transforming Conflict into Collaboration*** will begin in October. Please see below for details on the course, instructor and how to register.

**Class Name:** Conflict in the Workplace: Transforming Conflict into Collaboration - Professional Development class

**Audience:** All employees

**Instructor:** [Brion P. Carroll, Ph.D.](#), Director of Organizational Development (*click name to access biography*)

**Prerequisite:** None

**Description:** Why does conflict occur in the workplace? Why do we tend to avoid conflict? This course will teach you how conflict can either be constructive or destructive. Learn the pros and cons of the different ways of responding to workplace conflict and how to handle specific types of conflict situations. Learn how to turn conflict with your manager into a win/win situation for the both of you.

**Venue:** Classroom

**Schedule/Timeline:** Offered in October; 60 minutes

**Registration:** For more details and to register\*, [click here](#). Also, you may click on our [HR Learning and Development website](#) and scroll down to view course offerings and register.

*\*Please note, when you register, you will need to access our UMMS intranet site.*

## Coming in October - HR Direct System Upgrade



UMass Medical School will be upgrading its HR Direct PeopleSoft application targeted for 10/10/17.

This upgrade will include a new navigation design on the HR Direct homepage making it a more user-friendly experience with less mouse clicks to get the desired end action item.

The upgrade will also feature a number of enhancements which include:

- Tiles versus breadcrumbs
- Main menu drop downs moved to right side of screen
- Fewer navigation clicks
- Mobile interface for new paycheck view

Updated training materials will be available soon on the HR Direct website at [www.umassmed.edu/hr/direct/jobaids](http://www.umassmed.edu/hr/direct/jobaids).

Watch your email for upcoming details on the official roll out date and other important information.

## W-2 and Direct Deposit Access Enabled through HR Direct



HR Direct is the self-service application available to all UMass Medical School employees to manage their human resource and payroll information.

**Please note that the self-service access for W-2 and Direct Deposit is now enabled. Please make your Direct Deposit including address changes online instead of emailing the changes and/or sending in the forms to HR.**

To access your W-2 and/or Direct Deposit information, click the the [HR Direct](#) link. Click the HR Direct Login button on the welcome page and follow the login instructions.

Once you are logged in, click on **Main Menu**, then **Self Service**, and **Payroll and Compensation**. Select **Direct Deposit** and/or **View W-2/W-2c Forms** from the menu options.

## Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

[Assistant Director, Annual Funds](#)  
[Clinical Reviewer II - Pre-Admission Screening Resident Reviews \(PASRR\) \(Per-Diem - Southeast/Cape Region\)](#)  
[Director of Contracts](#)  
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Human Resources - Helping  Make a Difference in Everything We Do

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