

MONTH 1 CHECKLIST

New Employee Orientation



UMass Chan
MEDICAL SCHOOL

Human
Resources

Be sure to complete this checklist by the end of your first month.

<u>Employee Benefits</u>	You have 10 days from your date of hire to finish enrolling in all your benefits. Review your benefits options carefully, and contact our Benefits team at 508-856-5260, option 1, if you have any questions. Access "Benefits" information on the HR Home intranet page, and click on the "Benefits" horizontal menu tab.	<input type="checkbox"/>
<u>Learning Opportunities</u>	UMass Chan provides many opportunities for you to grow, both personally and professionally. Talk to your supervisor about registering for training and workshops available through HR's Learning and Professional Development. Access opportunities on the HR home intranet page, and click on the "Learning Development" horizontal menu tab. Or, under "Human Resources Popular Links," on the left side, of the page, select "HR Learning and Professional Development Website."	<input type="checkbox"/>
<u>Travel and Business Expense Policy & Procedure</u>	Review the policy and procedures related to employee travel and expenses. Access all policies on the intranet homepage via the top pull-down menu for "Administration, Finance, Business," and select "Policies." Then search for "Volume 5 Financial Services." Click on "Business and Travel Policy & Standards."	<input type="checkbox"/>
Commuting	Check out <u>MassRIDES</u> and enjoy the benefits of "green commuting." On the main umassmed.edu webpage, search for "Growing Green."	<input type="checkbox"/>
<u>Campus Modernization</u>	Learn about the campus modernization efforts at UMass Chan. On the intranet homepage, access "Facilities Management" under the top pull-down menu for "Administration, Finance, Business."	<input type="checkbox"/>
<u>Flexible Work Arrangement Policy</u>	Review the Flexible Work Arrangement Policy. Access "HR Policies" on the HR Home intranet page.	<input type="checkbox"/>
<u>Chancellor's Office</u>	Review the organization charts, and learn about the University's mission, vision and values in the <u>Strategic Plan</u> . Visit the Chancellor's webpage at www.umassmed.edu .	<input type="checkbox"/>
<u>HR Department Contact List</u>	Review the Human Resource Contact list by Department for your Employment Specialist, HR Consultant, Compensation Specialist, and ISO Contact. Access the contact list on the HR Home intranet page.	<input type="checkbox"/>