



Month One Checklist

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



Employee Benefits	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.	<input type="checkbox"/>
Learning Opportunities	UMass Chan provides many opportunities for you to grow, both personally and professionally. Talk to your supervisor about registering for training programs and workshops available through Human Resources, Learning & Development.	<input type="checkbox"/>
Travel and Business Expense Policy & Procedure	Review the policy and procedures related to employee travel and expenses.	<input type="checkbox"/>
Commuting	Check out MassRIDES and enjoy the benefits of “green commuting.”	<input type="checkbox"/>
Campus Modernization	Learn about the campus modernization efforts at UMass Chan.	<input type="checkbox"/>
Flexible Work Arrangement Policy	Review the Flexible Work Arrangement Policy.	<input type="checkbox"/>
Chancellor's Office	Review the organization charts. Learn about the University's mission, vision and values in the Strategic Plan .	<input type="checkbox"/>
HR Department Contact List	Review the Human Resource Contact list by Department for your Employment Specialist, HR Consultant, Compensation Specialist and ISO Contact.	<input type="checkbox"/>