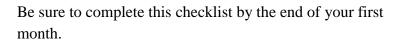


## **Month One Checklist**





Employee Benefits	You have 30 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.	
Learning Opportunities	UMMS 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.	
Travel and Business Expense Policy & Procedure	Review the policy and procedures related to employee travel and expenses.	
Commuting	Check out MassRIDES and enjoy the benefits of "green commuting."	
Campus Modernization	Learn about the campus modernization efforts at UMMS.	
Flexible Work Arrangements FAQs	Review the Flexible Work Arrangement Frequently Asked Questions.	
Chancellor's Office	Review the organization charts.	
	Learn about the University's mission, vision and values in the <u>Strategic Plan</u> .	
HR Department Contact List	Review the Human Resource Contact list by Department for your Employment Specialist, HR Consultant, Compensation Specialist and ISO Contact.	