

DAY 1 CHECKLIST

New Employee Orientation



Welcome to UMass Chan Medical School! Starting a new job can be challenging, so we have created this convenient checklist to help you and your manager with the transition. We hope it helps you launch your path to success!

New Hire Orientation	Attend the New Hire Orientation at the UMass Chan Main Campus. The time and location will be provided to you in an email a few days prior to your start date and will include directions and a map.	<input type="checkbox"/>
New Hire Paperwork	Complete all required new hire paperwork related to benefits election, personal information, and applicable UMass Chan policies with our HR Associates at the beginning of orientation. If you have any paperwork questions, contact the HR Service Center at 508-856-5260, option 1, then option 4.	<input type="checkbox"/>
ID Badges https://www.umassmed.edu/hr/learninganddevelopment/new-hires/set-up-for-success/your-facility-access/	ID Badges are provided to you during New Hire Orientation. If you did not receive your UMass Chan ID Badge during orientation, you can obtain it at the Parking Office. The Parking Office is located on the first floor of the First Road Parking Garage, main campus in Worcester. For questions, call 508-856-3630. There is no initial fee for the ID badge; however, there is a \$10 replacement cost for lost or self-damaged ID badges. For details on ID Badges, type the URL in your browser located under "ID Badges" in the first column.	<input type="checkbox"/>
Parking Tags https://www.umassmed.edu/hr/learninganddevelopment/new-hires/set-up-for-success/your-facility-access/	Parking tags are also provided during new hire orientation. If you did not receive your parking tag during orientation, you can obtain one at the Parking Office (see above for location). Please review the Parking Options available for employees, faculty and students at UMass Chan, as parking fees vary across campus and type. For details on Parking Tags, type the URL in your browser located under "Parking Tags" in the first column at left.	<input type="checkbox"/>
Work Schedule	Review your work schedule and time reporting procedures with your manager.	<input type="checkbox"/>
Building Tour	Your manager will give you a tour of the facility you work in, including the location of the: <ul style="list-style-type: none"> ● Restrooms ● Cafeteria and kitchen area ● ATM and vending machines ● Conference and training rooms ● Fitness center (if applicable) ● Parking area 	<input type="checkbox"/>
Technology Support https://umassmed.sharepoint.com/sites/information-technology	For information on IT, access the intranet homepage and click on the top pull-down menu for "Administration, Finance, Business" and select "Information Technologies (IT)" or input the URL address in your browser listed in the first column at left. You may also contact the Helpdesk (helpdesk@umassmed.edu) with questions regarding login and passwords or any other technology needs at 508 856-8643.	<input type="checkbox"/>
Network Account https://www.umassmed.edu/it/how-do-i/get-started/idm-account-request/	By your first day, you should have a UMass Chan user account. If you do not have access to the UMass Chan network, call the IT Help Desk at 508-856-8643, or email helpdesk@umassmed.edu . For more information, input the URL address in your browser listed in the first column at left.	<input type="checkbox"/>
Meet-and-Greet	Your manager will introduce you to your department staff and key personnel.	<input type="checkbox"/>