

# Month One Checklist

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



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