

MONTH 1 CHECKLIST

New Employee Orientation



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

<p><u>Employee Benefits</u></p>	<p>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.</p>	<input type="checkbox"/>
<p><u>Office of Well-Being</u></p>	<p>OWB is your epicenter for emotional, physical, intellectual, occupational, social, and spiritual wellness and includes the Wellness Program and Employee Assistance (EAP) programs. <i>Your Work-Life Website</i> and <i>Your Wellness Network</i> are OWB resources. Click here to activate <i>Your Wellness Network</i> membership and fill out the confidential Health Risk Assessment on <i>Your Wellness Network</i>. Email EAP to schedule your free, confidential consultation.</p>	<input type="checkbox"/>
<p><u>Learning Opportunities and Compliance</u></p>	<p>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 & Professional Development. Access HR Learning & Professional Development opportunities on the HR Home intranet page, and click on the "Learning Development" horizontal menu tab.</p> <p>Ensure all required compliance courses in the HR Learning Management System (LMS) are complete.</p>	<input type="checkbox"/>
<p><u>Travel and Business Expense Policy & Procedure</u></p>	<p>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."</p>	<input type="checkbox"/>
<p><u>Commuting</u></p>	<p>Check out MassRIDES and enjoy the benefits of "green commuting." On the main umassmed.edu webpage, search for "Growing Green."</p>	<input type="checkbox"/>
<p><u>Campus Modernization</u></p>	<p>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."</p>	<input type="checkbox"/>
<p><u>Flexible Work Arrangement Policy</u></p>	<p>Review the Flexible Work Arrangement Policy. Access "HR Policies" on the HR Home intranet page.</p>	<input type="checkbox"/>
<p><u>Chancellor's Office</u></p>	<p>Review the organization charts, and learn about the University's mission, vision and values in the Strategic Plan. Visit the Chancellor's webpage at www.umassmed.edu.</p>	<input type="checkbox"/>
<p><u>HR Department Contact List</u></p>	<p>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.</p>	<input type="checkbox"/>