

# WEEK 1 CHECKLIST

## New Employee Orientation



Try to complete this checklist by the end of your first week.

<p><a href="#">UMass Chan Intranet:</a> <a href="#">UMass Chan Onboarding:</a> <a href="#">UMass Chan Internet</a></p>	<p>Become familiar with the UMass Chan</p> <ul style="list-style-type: none"> <li>• <b>intranet:</b> <a href="https://umassmed.sharepoint.com/sites/intranet">https://umassmed.sharepoint.com/sites/intranet</a></li> <li>• <b>onboarding site:</b> <a href="https://www.umassmed.edu/hr/learninganddevelopment/new-hires/">https://www.umassmed.edu/hr/learninganddevelopment/new-hires/</a></li> <li>• <b>internet:</b> <a href="https://www.umassmed.edu">https://www.umassmed.edu</a></li> </ul>	<input type="checkbox"/>
<p><b>Department Contact List</b></p>	<p>Obtain from your supervisor or department administrative assistant.</p>	<input type="checkbox"/>
<p><b>Administrative Procedures</b></p>	<p>Learn about:</p> <ul style="list-style-type: none"> <li>• Ordering office supplies</li> <li>• Purchasing procedures (i.e. software)</li> <li>• Booking conference rooms</li> <li>• Scheduling vacation time, personal time, and sick time</li> </ul>	<input type="checkbox"/>
<p><b>Performance Expectations</b></p>	<p>Set up time with your supervisor to review the following (available on the HR intranet site: <a href="https://umassmed.sharepoint.com/sites/hr/">https://umassmed.sharepoint.com/sites/hr/</a>)</p> <ul style="list-style-type: none"> <li>• <a href="#">The probationary period review policy</a></li> <li>• <a href="#">The performance appraisal form</a></li> <li>• <a href="#">Learning opportunities</a></li> </ul>	<input type="checkbox"/>
<p><b>Departmental Overview</b></p>	<p>Review your department website and org chart (if available).</p>	<input type="checkbox"/>
<p><b>Department Goals</b></p>	<p>Talk with your supervisor and colleagues to learn more about your department and how it contributes to the UMass Chan mission.</p>	<input type="checkbox"/>
<p><a href="#">Paycheck/HR Direct</a></p>	<p>Learn how to enter / approve time, view and print your online paycheck / pay advice, as well as update direct deposit and W-4 / M-4 information through the HR Direct system. It is important that you review the HR Direct process (i.e. entering time) with your manager, as responsibilities vary by position. Please reference these <a href="#">Online Trainings</a> and <a href="#">Job Aids (located within HR Direct website section)</a>, which will provide you with additional support on HR Direct. <a href="https://www.umassmed.edu/hr/hrdirect/">https://www.umassmed.edu/hr/hrdirect/</a> (input URL in your browser).</p>	<input type="checkbox"/>
<p><b>Compliance Courses</b></p>	<p>Complete required compliance courses in the <a href="#">HR Learning Management System</a>. Some courses are due by Friday of your first week; 2 weeks and 30 days out. Please refer to your compliance assignment email you received in your first week. If you have any questions, email <a href="mailto:LMSsupport@umassmed.edu">LMSsupport@umassmed.edu</a>. Please note, Privacy and Information Security Training is assigned in the IT's learning platform. Please refer to your email from UMass Chan Information Security within your first two weeks.</p>	<input type="checkbox"/>
<p><a href="#">UMass Chan Policies and Procedures</a></p>	<p>Become knowledgeable about UMass Chan policies and procedures. Access all policies on the intranet homepage at <a href="https://umassmed.sharepoint.com/sites/intranet">https://umassmed.sharepoint.com/sites/intranet</a> and access the top pulldown menu for "Administration, Finance, Business" and select "Policies."</p>	<input type="checkbox"/>
<p><a href="#">UMass Chan University Campus</a></p>	<p>Become familiar with the UMass Chan university campus. Access directions to the other UMass Chan facilities at <a href="https://www.umassmed.edu/about/directions/">https://www.umassmed.edu/about/directions/</a> (input the URL link in your browser).</p>	<input type="checkbox"/>
<p><a href="#">Department of Public Safety</a></p>	<p>Review the <a href="#">UMass Chan Department of Public Safety website</a> at <a href="https://www.umassmed.edu/publicsafety/">https://www.umassmed.edu/publicsafety/</a> (input the URL link in your browser). Ask your supervisor about building emergencies (e.g. where to go in the event of a fire alarm).</p>	<input type="checkbox"/>
<p><a href="#">Technology Support</a></p>	<p>For information on IT, input the Technology Support link <a href="https://www.umassmed.edu/it/">https://www.umassmed.edu/it/</a>. You may also contact the <a href="mailto:helpdesk@umassmed.edu">Helpdesk (helpdesk@umassmed.edu)</a> with questions regarding login and passwords or any other technology need at 508-856-8643.</p>	<input type="checkbox"/>
<p><a href="#">Finance Policies</a></p>	<p>Review the annual reminder of University and Campus Policies on Employee Conduct. Access all policies on the intranet homepage by inputting the following URL <a href="https://umassmed.sharepoint.com/sites/intranet">https://umassmed.sharepoint.com/sites/intranet</a> in your browser. Access the top pull-down menu for "Administration, Finance, Business" and select "Policies."</p>	<input type="checkbox"/>