University of Massachusetts Medical School

Week One Checklist

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

UMMS Intranet UMMS Onboarding UMMS Internet	Become familiar with the UMMS Intranet, the UMMS onboarding site, and the UMMS Internet	☐
Department Contact List	Obtain from your supervisor or department admin.	☐
Administrative Procedures	Learn about: • Ordering office supplies • Purchasing procedures (i.e. software) • Booking conference rooms • Scheduling vacation time, personal time, sick time	☐
Performance Expectations	Set up time with your supervisor to review: • Your position description • The probationary period review policy • The performance appraisal form • Learning opportunities	☐
Departmental Overview	Review your department website and org chart (if available).	☐
Department Goals	Talk with your supervisor and colleagues to learn more about your department and how it contributes to the UMMS mission.	☐
Paycheck/HR Direct	Learn how to enter/approve time, view and print your online paycheck/pay advice, as well as update direct deposit and W4/M4 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 **Online Trainings** and **Job Aids**, which will provide you with additional support on HR Direct.	☐
Compliance Videos	View the Clery Act and Title IX videos you received via email during your first week. These videos are mandatory, and we will be tracking participation.	☐
UMMS Policies & Procedures	Become knowledgeable about UMMS policies and procedures.	☐
UMMS University Campus	Become familiar with the UMMS university campus. Click **here** for directions to the other UMMS facilities.	☐
Department of Public Safety	Review the Dept. of Public Safety website and ask your supervisor about building emergencies (e.g. where to go in the event of a fire alarm).	☐
Technology Support	For information on IT, click the Technology Support link to the left. You may also contact the Helpdesk with questions regarding login and passwords or any other technology need at 508-856-8643.	☐
Finance Policies	Review the annual reminder of University and Campus Policies on Employee Conduct.	☐