

# Day One Checklist

Welcome to UMMS! Beginning a new job can be challenging, so we have created this checklist to help you and your manager with the transition. We hope this checklist helps you get started on your path to success!



New Hire Orientation	Attend the New Hire Orientation at the UMMS 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 Paper Work	Complete all required new hire paperwork related to benefits election, personal information, and applicable UMMS policies with our HR Associates at the beginning of orientation. If you have any questions, contact the Benefits-HR Service Center at 508-856-5260, option 1 for benefits questions, then option 4 for questions regarding your paperwork.	<input type="checkbox"/>
<a href="#">ID Badges</a>	ID Badges are provided to you during new hire orientation. If you did not receive your UMMS 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 \$10.00 replacement cost for lost or self-damaged ID badges.	<input type="checkbox"/>
<a href="#">Parking Tags</a>	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). Please review the <a href="#">Parking Options</a> available for employees, faculty and students at UMMS, as parking fees vary across campus and type.	<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"> <li>• Restrooms</li> <li>• Cafeteria</li> <li>• Kitchen area</li> <li>• ATM</li> <li>• Vending machines</li> <li>• Fax machines</li> <li>• Conference/training rooms</li> <li>• Fitness center (if applicable)</li> <li>• Parking area</li> </ul>	<input type="checkbox"/>
<a href="#">Technology Support</a>	For information on IT, click the Technology Support link to the left. You may also contact the <a href="#">Helpdesk</a> with questions regarding login and passwords or any other technology need at 508 856-8643.	<input type="checkbox"/>
<a href="#">Network Account</a>	By your first day, you should have a UMMS user account. If you do not have access to the UMMS network, your manager will complete and submit the <a href="#">Account Request Application</a> .	<input type="checkbox"/>
Meet and Greet	Your manager will introduce you to your department staff and key personnel.	<input type="checkbox"/>