Welcome to the University of Massachusetts Boston

**OFFICE OF HUMAN RESOURCES**

100 Morrissey Boulevard

Boston, MA 02125-3393

617.287.5150

[www.umb.edu/hr](http://www.umb.edu/hr)

***Congratulations, you are part of something special!***

We are delighted you are joining us. The information below is designed to provide resources and guidance to assist you with your transition to the campus community both before and during the first few weeks of employment at the university.

The Office of Human Resources, located on the Third Floor of the Quinn Administration Building, is here to support you with the onboarding process. Please feel free to contact us with any questions and/or concerns that you may have.

|  |
| --- |
| **Before You Start** |
| The following documents must be signed and returned within two weeks of receipt to Human Resources (attention Kim Burke, Senior Employment Specialist):  Signed Offer Letter;  Completed and signed background check acknowledgment form; Completed and signed mandatory benefits orientation notice; Completed and signed pre-employment checklist and paperwork;  Completed and signed Section 1 of the I-9 Form (found on page 7 of the form); Signed acknowledgment form for university policies and guides. |
| You may contact Kim Burke, Senior Employment Specialist at [kim.burke@umb.edu](mailto:kim.burke@umb.edu) to set up an appointment to review and confirm that all pre-employment paperwork is properly completed.  Please bring to your appointment your New Employee Welcome folder with all paperwork completed to the best of your ability, if the paperwork has not yet been mailed to Human Resources.  At this appointment Section 2 of the I-9 form will be completed and you must provide proper unexpired documentation, as per the A*pproved List of Documents* (found on page 9 of the form).  When setting your appointment, please let us know if you would also like to meet with anyone else within Human Resources to answer any questions you may have. |
| Review the benefits information included in your New Employee Welcome Folder and identify questions for discussion at your scheduled new employee orientation. |
| Review the parking information included in your New Employee Welcome Folder. These forms may be completed now or after you have had a chance to ask questions at your Benefits Orientation session. |

*Continued*

|  |
| --- |
| **First Days at the University** |
| If you have not already done so, visit Human Resources within the **first three days of employment**, to complete Section 2 of the I-9 Form (found on page 8 of the form). Please bring proper unexpired documents, as per the A*pproved List of Documents* (found on page 9 of the form). |
| Attend your scheduled Human Resources New Employee Orientation (date and time identified on your offer letter). Please remember to bring your New Employee Welcome Folder to orientation. |
| Complete and return all benefits enrollment forms **within 10 calendar days of your start date** to benefits staff within the Office of Human Resources. |
| Meet with your supervisor to discuss university and departmental procedures, including email and university systems access, immediate training needs, office contact information, as well as standard work hours/ lunches and breaks and access to the office. Complete and return any university system/access forms to your supervisor and/or identified administrative support staff. |
| Meet with your supervisor to review and discuss your job description, as well as job expectations for the first three months at the university. |
| Bring your staff employee ID number (available from your supervisor), to the ID office for issuance of a staff identification card. |
| Meet with your supervisor at the end of the first week to debrief your first week as well as discuss how to prepare for the next week. |
| Enroll in RAVE (Emergency Alert System) – [www.umb.edu/preparedness/alert](http://www.umb.edu/preparedness/alert) |
| Contact Linda McDonough, Senior Benefits Specialist at 617-287-5168 or [linda.mcdonough@umb.edu](mailto:linda.mcdonough@umb.edu) to set up an appointment to confirm your benefits selections and have a one-on-one session to address any questions or concerns you may have. |
| Attend campus events, seminars and sporting events that are of interest to you and continue to introduce yourself to those inside and outside of your department. |