UMass | Dartmouth
Office of Human Resources

Non-Benefited/Temporary Hire New Hire Checklist

Human Resources welcomes you to the University of Massachusetts Dartmouth! Please refer to this checklist to ensure that you have covered all necessary onboarding steps for a smooth transition into your new role. We look forwarding to you joining our team.

Onboarding Steps

Before You Start Work: ✔

Complete your background and COR Checks and submit all required release forms to our vendor, TrueScreen and/or return CORI form to Human Resources via email or fax. ☐

Please refer to the email you received from Truescree, which contains a link to their secure online application. Truescreen will provide you with all required release forms to sign and submit through their applicant portal. Please check your spam folder if you do not see the email invitation in your inbox.
It is essential that you complete all required release forms and submit them to Truescreen and/or HR to ensure that your background and CORI checks are processed in a timely manner.

Complete and submit your electronic **hiring packet** and **I-9 form with two (2) forms of valid ID** (via Docusign). ☐

Please refer to the email you received from Human Resources, which contains links and instructions for these forms. Failure to return the required forms in a timely manner will delay access to University IT applications, parking privileges, and payroll.

Please bring your **original, valid I-9 identification** to the Human Resources Office, located in the Foster Administration Building, Room 213, **no later than three (3) days from your date of hire** as we are required to verify your IDs in-person within this deadline per federal law. ☐

Activate your HR Direct account and UMassD email ☐

*You will need your **Employee ID number** for this step. **Please refer to the email you received from Human Resources for this number, which will be sent to you once your hiring packet has been received & your background check has cleared.***

Activate your UMass Pass ID ☐

*After you have activated your UMassD Logon (and email account), you will be able to obtain your UMass Pass identification badge via the UMass Pass Portal. Once your information has been accepted into the system, an identification badge will be generated for you within 24-48 hours and will be available for **pick up**. Your UMass Pass identification badge can also be used for food, access, and library privileges!*

Obtain your UMass Parking Pass ☐

Faculty and staff must pre-register all vehicles on campus on the UMass Parking Portal (online). Please have your vehicle registration available when you register.

On Your First Day: ✔

Set up direct deposit in HR Direct ☐

Important Contact Information:

For **onboarding** questions or issues:
- **Sandra Escaleira** (508) 999-8045

For **benefits** questions or issues:
- **Kristen Gaudette (**508)-999-8045

For **Payroll** questions or issues:
- **Michelle O'leary (**508)-999-8049

For any other **Human Resources** questions or issues – Submit a Case: HR Questions

For **UMass Pass and/or Parking questions:**

- **UMass Pass Office**: 508-999-8134
- umasspass@umassd.edu
- **UMass Parking Office**: 508-999-8121
- parking@umassd.edu

For questions regarding **Computer Information & Technology Services (CITS) and COIN:**

- Submit an **IT Help Ticket** IT HELP

We hope you have a smooth and successful onboarding experience and welcome you to the UMassD Team!

As a stipend-paid employee, you would only need to enter time if you missed a regularly scheduled shift. Self-help training job aids can be found here. Our pay calendar can be found here.	
Complete your federal & state tax withholding forms in HR Direct	☐
Please note, Rhode Island residents are required to complete the RI W-4 form for state withholdings. This form will route to Human Resources automatically once submitted.	
Set up electronic W2 consent by logging into HR Direct and navigating to: **Employee Self Service > W-2/W-2c Consent.** (Learn more about electronic W2 consent in our HR Portal)	☐
Establish contact information for the University Online Directory	☐
Upload your COVID-19 Vaccination Record Card to the UMassD Health Services Portal. Please visit the HR portal for information about the employee vaccine requirement.	☐
Once you have activated your UMassD email address, please log in with your original email address to upload your COVID vaccination documentation. (Please note, alias email addresses will not be recognized.) *Please follow our How to upload your COVID vaccine documentation guide to add your information to the Health Services portal.*	
Within your First Week:	✔
Register for UMassD MyAlerts	☐
UMassD's MyAlert is a notification system designed to immediately deliver emergency information to students, faculty, and staff via multiple methods including mobile phone text and voice messaging	
Within your First 60 Days:	✔
Required Compliance Training – Required training modules: State Ethics, Data Security, Title IX and FERPA, and others depending upon your role.	☐
Compliance Training Packet - Please review, sign, and submit this packet.	☐
IP Policy – Please review, sign, and submit this electronic form.	☐
You will be sent an email from our training system, Get Inclusive with training modules. You are required to complete the following trainings: State Ethics, Data Security, Title IX and FERPA, and others depending upon your role.	
Helpful Information for New Faculty:	✔
Read our Frequently Asked Questions for new faculty and staff.	☐