

Getting Started as a New Employee

Welcome to UMass Lowell! As a member of the campus team, you will play a key role in providing the service and support that helps make this campus a great place to learn and to work. We wish you all the best in your new position.

Here, you'll find important contact information and links to departments which will be helpful during your first few months at UMass Lowell. If you have additional questions, don't hesitate to contact Human Resources/Equal Opportunity & Outreach (HR/EOO) – we're here to help!

Your First Day

New Employee Orientation

You will be scheduled to attend a new employee orientation provided by the HR/EOO office. Please note the date mentioned within the email you will receive from the Benefits office. HR/EOO is located at 600 Suffolk Street, Suite 301, Wannalancit Business Center. The New Employee Orientation is offered every Monday beginning at 8:30 a.m. and ending at 12:00 p.m. Light refreshments will be provided.

Most of your paperwork will be completed within this orientation.

*If your start date does not coincide with your scheduled New Employee Orientation date, please be sure to visit the HR Department to complete the necessary documents within the first three days of your employment.

I-9 Verification

Visit HR/EOO (600 Suffolk Street, Suite 301) to submit a completed I-9 and show your supporting documents. (See acceptable forms of documentation attached to offer letter).

Identification Card/ UCard

- ☐ New staff and faculty members must first complete the New Faculty/Staff Request for Services Form (pdf). This form must be signed by your supervisor/department head or Benefits Specialist.
- ☐ Bring the completed form to UCard, Access and Parking Services (UCAPS) in University Crossing (220 Pawtucket St., Suite 190 [*parking/building entrance on Salem Street*]), with your driver's license or other form of identification. A staff member will take your picture and give you your UCard within a few minutes.

UCAPS Phone: 978-934-2800

E-Mail: UCAPS@uml.edu

Parking

While getting your UCard, you will also apply for a parking decal. Please bring your vehicle registration with you to and a valid driver's license. If you forget your registration, you can go online to the MyParking Self-Service Website instead (<https://myparking.uml.edu/>) to apply for a parking decal. Your decal will be delivered directly to your departmental office unless you designate otherwise.

Access to the Office & Building

Obtain building keys and/or access cards that you will need to enter your office and building from your supervisor.

E-mail

Your UMass Lowell e-mail account will also be assigned to you within two business days of your start date. If a meeting with an IT representative has not already been scheduled, please contact the Help Desk at 978-934-HELP (ext. 44357) for assistance accessing your e-mail account. Also, you may refer to the IT website for assistance: <http://www.uml.edu/IT/For-Staff/Welcome-to-UMass-Lowell.aspx>

Phone / Voicemail

- ☐ Obtain from your supervisor your phone extension and information on how to access your voicemail.
- ☐ Obtain from your supervisor information regarding access to distribution lists, internal/office phone lists, etc. within your department.

Emergency Notices

The University uses "myAlert" to inform employees about urgent, timely notices such as weather delays or closures and health, environmental or other emergencies on campus. Please visit www.uml.edu/myAlert and enter your full UMass Lowell email address and password to register.

Within Your First Two Weeks

Check in with your supervisor as needed. Take the opportunity to discuss expectations and clarify any concerns.

Visit these suggested websites to familiarize yourself with the University:

- **Human Resources / Equal Opportunity & Outreach:**

<http://www.uml.edu/HR/default.aspx>

- **Holidays & Payroll Schedule:**

<http://www.uml.edu/hr/Payroll-Services/Pay-Schedule.aspx>

- **HR Direct:**

<http://www.uml.edu/hr/hrdirect/Information-for/HR-Central.aspx>

Complete the following required online trainings. Please use your full UMass Lowell email address and password to log-in.

- **Conflict of Interest/Ethics Commission:**

<http://www.stateprog.eth.state.ma.us/>

- **Diversity & Sexual Harassment Training:**

<http://www.uml.edu/HR/Equal/Default.aspx>

First Three to Six Months

Attend the following recommended trainings:

- **Performance Management Training:**

<http://www.uml.edu/HR/Performance-Management/default.aspx>

- **Atomic Learning** (online training):

<http://www.atomiclearning.com/highed/home>

For a complete listing, please visit the **Workplace Learning and Development** website for more information and to register: <http://www.uml.edu/HR/WLD/default.aspx>