



## ONBOARDING A NEW HIRE (MANAGER'S CHECKLIST)

**Congratulations on your latest addition to the team!** To help with a seamless onboarding process for the new employee, please use this checklist for your reference. Please review each section carefully to prevent any potential delays in setting up their access to UMass Lowell's system. Your careful attention to this matter is greatly appreciated and will contribute to a successful onboarding experience.

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### Human Resources

#### ☐ Background Check

Completing a background and CORI check is **required** by all new hires, no new hire is permitted to start working until they have been successfully cleared. Ensure your new employee has received an email from our background check vendor, Truescreen, and has filled out their mandatory background and CORI check forms. Please be aware that any employment offer extended by UMass Lowell is subject to the satisfactory completion of the background check and satisfactory review.

#### ☐ Pre-Employment Paperwork

All new hires are sent a link via DocuSign with their pre-employment paperwork and instructions to complete, please verify your new employee has received and completed all necessary pre-employment paperwork.

#### ☐ I-9 Employment Eligibility Verification

UMass Lowell is mandated by the U.S. Citizenship and Immigration Services (USCIS) to authenticate the identity and work eligibility of individuals recruited for positions within the United States.

**I-9 Section 1:** Ensure that your new employee has received an email from I-9 Tracker and has successfully filled out their I-9 Section 1. This must be completed before or on their start date.

**I-9 Section 2:** Ensure that your new employee has scheduled their required **remote** I-9 Section 2 verification appointment with HR before or within three (3) business days of their start date by using our [online scheduler](#). It is important that they have the proper unexpired documentation available at their appointment as described on the list of [Acceptable Documents](#).

**\*\*Please note for temporary non-benefited hires, an ePAF will not be approved until the I-9 is fully completed.**

#### ☐ New Employee In-Person Orientation (Benefited only)

The new employee in-person orientation takes place in the Wannalancit Business Center, located at [600 Suffolk Street, Lowell, MA 01854](#) (3<sup>rd</sup> floor, Room 305) from 9:00am to 11:30am. Your new employee (staff) will get their specific orientation date in their offer letter, and you will also receive this information. Your new employee (faculty) will be notified at a later time with a scheduled orientation date, and you will also receive this information. As part of the new employee in-person orientation, we are requesting each hiring manager or designee to meet up with their new employee at the conclusion of orientation (11:30am) at Wannalancit Business Center. If you are unable to do so, please check-in with them to be sure they are comfortable with getting around campus.

#### **Benefit Review Session (Benefited only)**

Your new employee will be scheduled for a **remote** new employee benefit review session provided by the Benefits office. If your new employee has any questions about benefits, they can contact our benefits team, by email [Benefits@uml.edu](mailto:Benefits@uml.edu), or call (978) 934-4100.



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### UCard, Access and Parking Services (UCAPS)

#### ☐ UCard / Identification Card

Kindly relay the following information to your new employee:

Please visit [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 contact information: phone: (978) 934-2800 / email: [UCAPS@uml.edu](mailto:UCAPS@uml.edu).

#### ☐ Parking Decals & Permits

Kindly relay the following information to your new employee:

Every vehicle requiring a license to operate that is parked in a university parking lot must have a parking permit. There is a fine for parking without a permit (see [Parking Citations](#)). For your convenience, you may apply for a [parking permit](#) online, and your permit will be delivered to you.

Having a parking permit allows card access for parking lots; it does not guarantee an available spot. Parking lot access will not be provided to students, faculty, or staff unless a parking permit is ordered.

All faculty, staff and students may order an **annual** parking permit in August for the period of September 1<sup>st</sup> through August 31<sup>st</sup> of the following year. You will be prompted for your university e-mail address and password to log into the self-service site. If you have any issues logging in, please contact TechServices at (978) 934-4357. Please see [Parking Information](#) for more details.

### Information Technology

#### ☐ Email Account

UMass Lowell email account will automatically be generated when **all** the information is processed by HR, including the I-9. Once you have been provided with their Employee ID number, please **provide** it to your new employee. They can move forward with looking up their email address by accessing the [UMass Email Lookup Tool](#) and continue with next steps. In addition to the employee ID, they will also need to enter their date of birth, and last name, to find their email address. If you have not been provided with your new employee's Employee ID number, please contact [hr@uml.edu](mailto:hr@uml.edu).

Once they have their email address, they can call TechServices at (978) 934-4357 to set up their initial password. For password requirements, please refer to them [Passwords information page](#).

**\*\*Typically email addresses are generated 24 – 48 hours from the date of entry into HR Direct (Employee ID # created).**



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### Important Contact information

#### **Human Resources**

Wannalancit Business Center  
600 Suffolk Street, Suite 520  
Lowell, MA 01854  
[HR@uml.edu](mailto:HR@uml.edu)  
(978) 934-3560

#### **UCard, Access and Parking Services (UCAPS)**

University Crossing Suite 190  
220 Pawtucket Street, Lowell, MA 01854  
[UCAPS@uml.edu](mailto:UCAPS@uml.edu)  
(978) 934-2800

#### **Information Technology**

University Crossing, Suite M50  
220 Pawtucket Street, Lowell, MA 01854  
[help@uml.edu](mailto:help@uml.edu)  
(978) 934-4357 (ext. 4-HELP)