



GETTING STARTED AS A NEW BENEFITED EMPLOYEE

Congratulations and welcome to the University of Massachusetts Lowell! We are thrilled to have you join our dynamic team and embark on a journey of growth, collaboration, and success. This document has been thoughtfully created to provide you with essential information that will help ensure a successful beginning to your journey with us. The following items are of utmost importance and require your careful attention.

Human Resources

Pre-Employment Tasks:

*****Please note all communications regarding pre-employment tasks are sent to your email that was listed on your application. If you have not received any communication, please check your junk folder.***

Background Check

Review your email from our Background Check Vendor, TrueScreen, and **fill out the mandatory background check forms, as soon as possible to prevent any delay in your start date.** Please be aware that your employment offer by UMass Lowell is subject to the satisfactory completion of a background check. Commencement of work for new hires is only allowed upon the successful clearance of the background check process and review.

Pre-employment Paperwork

Review and complete all necessary pre-employment paperwork that will be sent via DocuSign.

I-9 Work Authorization

I-9 Section 1: In compliance with the Immigration Reform and Control Act, employees must provide proof of eligibility to work in the United States by completing the I-9 form. You will receive a separate email from i9complete@trackercorp.com requesting that you complete Section 1 of the Form I-9 no later than the first day of employment by using an electronic system to verify your eligibility to work in the United States.

I-9 Section 2: Schedule your required in person I-9 Section 2 verification before or within three (3) business days of your start date by using our [online scheduler](#). At this meeting please have the proper unexpired documentation as described on the List of [Acceptable Documents](#) with you.

New Hire Orientation

We are looking forward to seeing you at the new employee orientation. Your scheduled date is located in the initial communication, accompanied with your offer letter.

The orientation will take place in the Wannalancit Business Center, located at 600 Suffolk Street, Lowell, MA 01854 (3rd floor: Room 305). We have reserved parking for you at the Tremont Visitors Lot (located adjacent to our building).

For your convenience, here is a link to the [parking lot and the surrounding area](#). Please provide the parking lot security guard with your name.



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Benefit Review Session

You will be scheduled for a remote new employee Benefit Review Session provided by the Benefits office prior to your first day. If you have any questions about benefits, they can contact our benefits team, by email Benefits@uml.edu, or call 978-934-4100.

Required Online Trainings

State Ethics Commission – Conflict of Interest Law - Every two years, all state, county, and municipal employees must complete a conflict-of-interest law online training program. Newly elected or appointed public employees must complete this training within 30 days of beginning public service, and every two years thereafter. [See more information on Conflict of Interest Law.](#)

Harassment Prevention & Title IX - This training has been updated to be in compliance with the new Title IX regulations that were issued by the U.S Department of Education Office of Civil Rights and went into effect on Aug. 14, 2020. Title IX is a provision of federal law that prohibits discrimination based on sex in federally funded education programs or activities. If you have not received an email with regarding this training, please contact Equal Opportunity and Outreach at 978-934-3565 or Equal_Opportunity@uml.edu.

For a complete listing of training programs, please visit [Employee Learning, Engagement & Development](#).

HR Direct

The UMass Lowell email address will be your login for [HR Direct](#). HR Direct is the application that Human Resource office uses. This application is where employees can enter hours worked on their timesheet, approve time for employees if they are a manager, add or update personal or payroll information on the Employee Self Service dashboard in HR Direct. Here are some features that can be viewed or updated on the dashboard.

Pay Information

Employees are paid on a biweekly basis every other Friday. The [Pay Schedule](#) contains information regarding payroll periods. On payday, you will have access to view, print and/or save your pay advice in HR Direct. Get help on how to [view your paycheck](#) online.

Please see [Payroll FAQ](#) for more details

UCard, Access and Parking Services (UCAPS)

UCard / Identification Card:

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.

Parking Decals & Permits:

Every vehicle requiring a license to operate that is parked in a university parking lot (including the Inn & Conference Center) must have a parking permit. Student parking permits have moved to a virtual format. 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.



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Having a parking permit allows card access for lots; it does not guarantee an available spot. No parking lot access will 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 Sept. 1 - Aug. 31.

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 the Help Desk at 978-934-4357.

Please see [Parking Information](#) for more details.

Information Technology

Email Account

Your UMass Lowell email account will be automatically generated when **all** of your information is processed by HR. If you have been given your Employee ID number by your manager, you can move forward with looking up your email address by accessing the [UMass Email Lookup Tool](#) and continue with next steps. In addition to your Employee ID, you will also need to enter your date of birth, and last name, to find your email address. If you have not been provided with your Employee ID number, please reach out to your manager.

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

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

Important Contact information

Human Resources

Wannalancit Business Center, 3rd floor
600 Suffolk Street, Lowell, MA 01854,
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
978-934-2800

Information Technology

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