



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.

Human Resources

Background Check

Completing a background check is **required** by all new hires, no new hire is permitted to start working until they have been successfully cleared. Ensure your new hire has received an email from our background check vendor, TrueScreen, and has filled out their mandatory background 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 they 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 hire has received an email from I9 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 hire has [scheduled meeting with HR](#) on their first day to complete their I-9 Section 2. This must be completed before or on their start date but no later than three days from their start date. It's important for them to bring their [acceptable documents](#) to successfully complete their I-9 Section 2.

****Please note for temp non-benefited hires an ePaf will not be approved until the I9 is fully completed.**

New Hire Orientation (Benefited only)

The New Hire Orientation takes place in the Wannalancit Business Center, located at 600 Suffolk Street, Lowell, MA 01854 (3rd floor: Room 305). Your new hire will get their specific Orientation Date in their Offer Letter. All hiring managers or designee are to meet up with the new employee at the conclusion of orientation (noon) at Wannalancit Business Center.

Benefit Review Session (Benefited only)

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



ONBOARDING A NEW HIRE (MANAGER'S CHECKLIST)

UCard, Access and Parking Services (UCAPS)

UCard / Identification Card:

Kindly relay the following information to your new hire:

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:

Kindly relay the following information to your new hire:

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. 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 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

UMass Lowell email account will be automatically generated when **all** of the information is processed by HR, including the I9. Once you have been provided with their Employee ID number, please **provide** it to your new hire. 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 hire's Employee ID number, please contact 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 HRDirect (Employee ID # created).**



ONBOARDING A NEW HIRE (MANAGER'S CHECKLIST)

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)