

New Employee Information Program

Departments are asked to schedule newly hired staff and faculty to attend the **New Employee Information Program** conducted by Human Resources by calling 545-4549.

The purpose of the program is to assist new employees in filling out required personnel/payroll forms, and provide them with information about benefits, insurance enrollment, direct payroll deposit, etc. In addition, they receive University policies, copies of certain state/federal regulations, and are introduced to available campus services and facilities.

Sessions generally last about two (2) hours, and are held once a week in the morning at the Robsham Visitors Center across the street from the Whitmore Administration Building. Metered parking is available by the Visitors Center.

What You Should Advise Employees in Advance

TB Test Requirement

In accordance with the provisions of Massachusetts General Laws, Chapter 71, Section 55B, it is a condition of employment that University employees be certified as being free from Tuberculosis (TB) in a communicable form.

State law requires that the TB test be administered within ninety (90) days prior to an employee's employment start date. The employee can bring TB test results to the New Employee Information Program or drop off them off in the office of Human Resources, Room 325, Whitmore Administration Building.

Employees cannot be paid by the University until they've submitted TB test results to Human Resources showing they are free from Tuberculosis in a communicable form.

The University Health Services (UHS) administers the test free of charge but an appointment is required by calling (413) 577-5101.

Proof of Identity & Eligibility to Work (I-9)

In accordance with the Immigration Reform and Control Action of 1986, the University must complete and retain an I-9 form for every person hired and paid on the University payroll. The federal law requires that individuals provide us with certain documents at the time of hire which will establish their identity and employment eligibility. Photocopies taken of these documents are used to complete the I-9 form and are kept in the official personnel files.

List of Acceptable Documents for the I-9 Form

For more information go to the Bureau of Citizenship & Immigration Services (under the Department of Homeland Security) web site or see I-9 form: <http://www.bcis.gov/graphics/formsfee/forms/files/i-9.pdf>

Employees cannot be paid by the University until they've submitted appropriate documents and had the I-9 form completed and approved by Human Resources.