

New Employee Information Program

Shortly after you've been hired, your department will make arrangements for you to attend the **New Employee Information Program** conducted by Human Resources.

The purpose of the program is to assist you in filling out required personnel/payroll forms, and provide you with information about benefits, insurance enrollment, direct payroll deposit, etc. In addition, you will receive University policies, copies of certain state/federal regulations, and 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 Need to Know 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 your employment start date. You can bring TB test results with you to the New Employee Information Program or drop off them off in the office of Human Resources, Room 325, Whitmore Administration Building.

You cannot be paid by the University until you have submitted TB test results to Human Resources showing that you 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 you provide us with certain documents at the time of hire which will establish your identity and employment eligibility. Photocopies taken of these documents will be used to complete the I-9 form and are kept in your official personnel file.

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.