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## Access Your W-2 Statement Online through HR Direct



It's that time of year again. Once the Holiday season comes to a close, and we begin a new year, it will be time to start thinking about preparing your tax return.

One critical item that you will need in order to file your taxes is your Wage and Tax Statement (or W-2 Statement). The W-2 statement provides income and deduction information, which you file in conjunction with your personal tax return each year. UMass Medical School (UMMS) is responsible for providing each employee (and the Social Security Administration) with W-2s by January 31st. **Your W-2 Statement will be posted online and mailed to you on or before January 31st.**

As a UMMS employee, you can access your W-2 statement from HR's online self-service system, HR Direct. The online version is the exact copy that is mailed to your home, so the benefit of having access to your W-2 statement online allows you to process your taxes faster. Before printing the online version and attaching it to your tax return, you should take the time to ensure that all of the information is accurate to the best of your knowledge.

To view and/or print your W-2 statement, log on to [HR Direct](#), and go to "Self-Service" under the Main Menu. From the "Self-Service" menu, click on "Payroll and Compensation", then "View W-2/W-2c forms."

## New Website HR Learning & Development Course Offering Website



We are delighted to announce the launch of our new ["Course Offerings Website at UMMS" \(Click to access site.\)](#) The new website details all of our training courses, resources and other training services offered.

The website is a one stop source for you to review, select, and register for courses being offered at UMMS. The website lists existing, new, and future course offerings that are sponsored by different departments across UMMS including HR Learning & Development, Finance, IT, CWM and more. The courses consist of

different venues including classroom, webinar, and video and are offered in the following categories:

- **Professional Development** - Courses to assist you in the development of your professional career at UMMS.
- **Technical Skills** - Courses that will help you develop and expand your technical skill set.
- **Compliance** - Courses to ensure employees receive the latest information on UMMS policies, standards and practices.
- **More About UMMS** - Videos and webinars that provide an overview of the valued benefits and services that make UMMS unique.
- **Featured Offerings** - Courses that are new at UMMS and where registration is live or coming very soon.

Highlights of our new **Professional Development** course offerings include:

***Becoming a Star at Work (Open for Registration Now)*** - Learn how to become an "A List" employee at UMMS. This class will provide participants with information and action steps needed to become a "UMMS Star Employee". **We have added Boston, Mattapan and University Campus locations.**

***Critical Thinking (Coming Jan/Feb 2017)*** - Critical Thinking is the ability to think reflectively and independently in order to make thoughtful decisions. By focusing on root-cause issues, critical thinking helps you avoid future problems that can result from your action.

***Manage and Lead at UMMS (Coming Winter 2017)*** - An intensive multi-tiered training program designed specifically for UMMS Leaders and Managers to assist them in setting and accomplishing their Team goals, motivating and inspiring the work of others, and developing effective listening and communication skills. It will also help managers with gaining Team commitment to operational excellence, providing continuous feedback, and learning to address work issues before they develop into larger problems.

Access the new ["Course Offerings at UMMS" Website](#) for more details!

***Stay tuned as we roll out more professional development training courses, resources and other training services as part of our new "Human Resources Office of Learning & Development 2016/2017 Course Offerings".***

## Inclement Weather/Severe Weather Conditions Update



In preparation for the winter season, we want to make sure that all employees are familiar with the UMMS's Inclement Weather/Severe Conditions policies.

Please review the following:

1. Familiarize yourself with the UMMS Inclement Weather/Severe Conditions Policy Number 06.05.08, found in the Policies and Procedures section of the UMMS website. Click here to access the [Inclement Weather Policy](#) and/or click on the [Inclement Weather Guidelines](#) for a guideline summary of the Policy.
2. To determine if UMMS has closed or delayed any of its UMMS Worksites as a result of inclement weather or other severe conditions:
  - Phone the UMMS Worcester Campus "Weather Information Line" at 508-856-4000; or
  - Check the UMMS home page at [www.umassmed.edu](http://www.umassmed.edu) and click "Campus Status" located under Campus Information at the bottom right column; or
  - Check for a global email if you have remote access to the UMMS network; or
  - Check with your manager regarding your specific worksite
3. UMMS may cancel classes for students without closing the campus. Announcements regarding cancelled classes at the Worcester campus do not necessarily mean that the campus is closed or that employees should not report to work as scheduled.

In the event that Governor Baker declares "a state of emergency" in a particular area, please call the UMMS Weather Information Line or check the UMMS home page to determine if UMMS has closed or delayed any of its worksites. If a UMMS worksite is not closed or delayed, everyone is expected to report to work. Anyone who makes the decision not to report to work must use their accrued vacation, personal, or compensatory time if applicable.

As the various UMMS sites and campuses may experience different weather conditions, the decision to close a site, campus or activity will come from campus-related personnel in coordination with Worcester. Please refer to the policies related to your specific site for the communications process.

Union employees should refer to their contract, if appropriate, on this subject.

Please contact Human Resources at 508-856-5260 or [human.resources@umassmed.edu](mailto:human.resources@umassmed.edu) if you have any questions. Here's to a safe winter season!

## **New** Online New Hire Welcome Kit



The Immigration Services Office (ISO) is a UMMS resource for immigration matters. ISO provides support and advising services to UMMS international students and scholar community, as well as to the academic and research departments who host them.

To provide other options to ISO newcomers and help them acclimate to their new home in the City of Worcester, we have created a new **online version of their ISO New Hire Welcome Kit**. The Kit is a resource for newcomers to learn and become knowledgeable about living in the United States. This Welcome Kit is available in a print version, as well as now an online version, which offers the convenience and flexibility of accessing the site at any time from a computer.

The **online ISO New Hire Welcome Kit option** can be accessed from our Immigration Services Website, and includes the following information:

- UMMS Mission
- Required Next Steps
- Information on Health Insurance
- Living Expenses & Other Resources
- Taxes & Social Security
- Living in New England
- Links to other UMMS Resources
- ISO Contact Information

Click [here](#) to access the online ISO New Hire Welcome Kit.

## Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

[Customer Service Representative](#)  
[HR Service Center Associate II](#)  
[Manager of Curricular Innovation](#)  
[Principal Data Security and Compliance Specialist](#)  
[Psychiatrist](#)

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