

# MGH New Employee Checklist and Resources

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# MGH New Employee Checklist and Resources

Questions or problems related to....	Contact
I-9	MGHNewHires@partners.org
Password Self-Service	IS Help Desk: 617-726-5085
HealthStream access	IS Help Desk: 617-726-5085 <i>Have your ticket directed to the MGH HealthStream group</i>
PeopleSoft access	HR Support Center: 1-833-275-6947 Employee Access Center: 107 Bulfinch Building
Encrypting personal devices	IS Help Desk: 617-726-5085
MGH Online New Employee Orientation	MGHTraining@partners.org
Epic Training	MGHeCareTraining@partners.org
Health records and vaccinations	Occupational Health: 617-726-2217; occhealth@partners.org
Benefits	HR Support Center: 1-833-275-6947 Employee Access Center: 107 Bulfinch Building
Tax withholding documents	Payroll: 617-726-2148
Direct deposit	Payroll: 617-726-2148
Photo ID badges	Photo ID Office: 617-724-3916; 232 Wang Center
Discounted monthly MBTA passes	Commuter Services: 617-724-6588; 232 Wang Center
Parking	Parking Office: 617-726-8886; 232 Wang Center
Logging your work hours	Your department's timekeeper, or your manager

## Top 3 Online Systems for Your First Week

Password Self-Service	myprofile.partners.org
PeopleSoft	ibridge.partners.org
HealthStream	www.partners.org/healthstream


**YOUR FIRST WEEK**  
**SECTION 1 - GETTING STARTED**  
**Note: Begin these tasks on your start date.**

✓	Task	Due Date	Direct Questions To	Notes
	<b>First 3 tasks below: We recommend getting your ID badge, presenting your I-9 documents and getting fit tested (fit testing is only for employees that have direct contact with patients) on the same day. Locations for these are all on main campus.</b>			
	<b>Present original supporting I-9 documents at the <a href="#">Employee Access Center</a></b>	Thursday of your start week	MGH Talent Acquisition Coordinators or <a href="mailto:MGHNEWHIRES@PARTNERS.ORG">MGHNEWHIRES@PARTNERS.ORG</a>	You will receive an email with directions to complete the I-9 process.
	<b>Get fit tested (<u>This is only if you have direct contact with patients</u>)</b>	Wednesday of your start week	Your manager	You will receive an email with the location and available times to get fit tested.
	<b>Get your photo ID badge</b>	The first day you are required to work at the hospital	Police and Security Photo ID Office 617-724-9339	Get your photo ID badge at the <a href="#">Police and Security/Photo ID Office</a> on the main Mass General campus.
	<b>Participate in Live Welcome Session using Zoom</b>	Monday of your start week  If Monday is an MGH holiday, the live welcome will be held on Tuesday	MGH Training & Workforce Development <a href="mailto:MGHTRAINING@PARTNERS.ORG">MGHTRAINING@PARTNERS.ORG</a>	Join us Monday morning from 9am-10am for this optional online Welcome Session on Zoom (if Monday is an MGH holiday, the live welcome will be held on Tuesday).  You will receive an email from MGH New Hires with more details.
	<b>Get your MGH username and password</b>	Wednesday of your start week	MGH Help Desk 617-726-5085	You will receive an email from MGH New Hires with directions. You need a username and password in order to complete the tasks in the next sections.

## YOUR FIRST WEEK

### SECTION 2 - COMPLETING NEW EMPLOYEE ORIENTATION

**Note: Begin these tasks on your start date.**

	Task	Due Date	Direct Questions To	Notes
	<p><b>Complete Online New Employee Orientation on HealthStream:</b></p>	<p>Friday of your start week</p> <p>If you have direct contact with patients it is recommended that you complete all HealthStream assignments prior to your first shift onsite at the hospital.</p>	<p>MGH Training &amp; Workforce Development <a href="mailto:MGHTRAINING@PARTNERS.ORG">MGHTRAINING@PARTNERS.ORG</a></p> <p><b>**Note:</b> The Training Team can answer questions related to the MGH Online New Employee Orientation assignment. For technical issues related to other assignments on your HealthStream To Do list, call the IS Help Desk at 617-726-5085.**</p>	<p>You will receive an email from MGH New Hires with directions.</p> <p>New Employee Orientation is online using a program called HealthStream. You will need a laptop or desktop computer to complete orientation. You cannot complete orientation on mobile devices such as smart phones or tablets. Contact your recruiter if you do not have access to a computer or if you will have any difficulty completing the online orientation for any reason, such as limited English, computer skills or disability.</p> <p><b>*Note for MGB affiliate transfers:</b> If you have multiple HealthStream accounts, select your MGH account.*</p>
	<p><b>Benefits eligible employees:</b></p> <p><b>Learn about the benefits options</b> available to MGH employees through the <a href="#">recorded Benefits Orientation on HealthStream</a>.</p> <p><b>Review MGH benefits options and enter your benefits choices in PeopleSoft</b> (<a href="https://ibridge.partners.org">https://ibridge.partners.org</a>)</p>	<p>Within 30 days of your start date</p>	<p>If you have questions regarding benefits offered at MGH or selecting your choices in PeopleSoft, contact the HR Support Center at 833-275-6947.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• After your first 30 days, the next opportunity to enroll in benefits is during Open Enrollment (annually, early November) or if you experience a qualifying life event</li> <li>• Be sure to opt out of health insurance if choosing not to enroll in this MGH benefit</li> </ul>	<p>Benefits information is online. You can view it at your own pace. <a href="#">Self-enroll in the online Benefits Orientation with this link.</a></p> <p><b>To enroll in benefits: In PeopleSoft, go to: Employee Self Service &gt; myBenefits</b></p> <ul style="list-style-type: none"> <li>○ Click Select, it will take you to the benefits enrollment page</li> <li>○ If not taking medical insurance, you must select the appropriate “opt out” option</li> <li>○ If opting out of TSA, delete the 2% in Traditional TSA and leave the box blank</li> </ul>

**YOUR FIRST WEEK  
SECTION 3 - SYSTEMS**

**Note: Begin these tasks on your start date.**

✓	Task	Due Date	Direct Questions To	Notes
	<p><b>Enter your personal information in <a href="https://ibridge.partners.org">PeopleSoft</a> (<a href="https://ibridge.partners.org">https://ibridge.partners.org</a>)</b></p>	<p>Friday of your start week</p>	<p>HR Support Center <a href="http://www.askmyhrportal.com">www.askmyhrportal.com</a> or 833-275-6947</p>	<p>It is important to keep your information up to date so you receive important information from Human Resources.</p> <p><b>In PeopleSoft, go to:</b> <b>Employee Self Service &gt; myDetails</b></p> <ul style="list-style-type: none"> <li>○ Review/Update address/contact details</li> <li>○ Review/Update self-identify veteran and disability status</li> <li>○ Review/Update self-identify disability status</li> <li>○ Enter flu vaccine status</li> </ul>
	<p><b>Enter your paycheck and tax information in <a href="https://ibridge.partners.org">PeopleSoft</a> (<a href="https://ibridge.partners.org">https://ibridge.partners.org</a>)</b></p>	<p>Friday of your start week</p>	<p>Payroll Office 617-726-2148</p>	<p><b>In PeopleSoft, go to:</b> <b>Employee Self Service &gt; myPay</b></p> <ul style="list-style-type: none"> <li>○ Enter Direct Deposit Information <ul style="list-style-type: none"> <li>● Select “Remaining Balance” for full value</li> </ul> </li> <li>○ Enter your tax withholding information <ul style="list-style-type: none"> <li>● 617-726-2148 with questions</li> </ul> </li> <li>○ Enroll in MBTA Pass (optional/if eligible) <ul style="list-style-type: none"> <li>● 617-726-8886 with questions</li> </ul> </li> </ul> <p>Up to first two paychecks are mailed to your mailing address in PeopleSoft; make sure mailing address in myDetails is correct.</p> <p>Note: You will receive an email from MGH New Hires with directions to enter tax withholding information.</p>

**YOUR FIRST WEEK  
SECTION 3 - SYSTEMS**

**Note: Begin these tasks on your start date.**

✓	Task	Due Date	Direct Questions To	Notes
	<b>Encrypt your personal mobile device (if you plan to use it for work purposes, including email)</b>	Friday of your start week	MGH Help Desk 617-726-5085	<b>If</b> you plan on using your personal mobile device, such as a laptop, smartphone or tablet for work tasks, including checking email, <b>it must</b> be encrypted.  To encrypt your device, call the MGH Help Desk at 617-726-5085 and they will give you instructions
	<b>Go to the <a href="http://ppd.partners.org">Partners Telephone Directory</a> (ppd.partners.org) and sign up for MGH Broadcast emails</b>	Friday of your start week	MGH Help Desk 617-726-5085	MGH Broadcast emails are sent to all employees and include important hospital information.  Click on <b>Go to my profile</b> to edit your entry.