

# 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
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: You will be able to complete the tasks on your start date. Please do not begin these tasks until your start date.**

	Task	Due Date	Direct Questions To	Notes
	<b>Present original supporting I-9 documents at the <a href="#">Employee Access Center</a></b>	Thursday of your start week	Human Resources <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 your photo ID badge</b>	We recommend getting your photo ID badge the same day you come to the hospital to present your I-9 documents	Police and Security Photo ID Office 617-724-9339	Get your photo ID badge at the <a href="#">Police and Security Office</a> on the main Mass General campus.
	<b>Participate in Live Welcome Session using Zoom</b>	Monday of your start week <ul style="list-style-type: none"><li>• If Monday is an MGH holiday, the live welcome will be held on Tuesday</li></ul>	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 a holiday, the live welcome will be held on Tuesday).  You will receive an email from MGH Training 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 Training 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: You will be able to complete the tasks on your start date. Please do not begin these tasks until your start date.**

	Task	Due Date	Direct Questions To	Notes
	<p><b>Complete Online New Employee Orientation</b></p>	<p>Friday of your start week</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 Training 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 GHC 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>Review MGH benefits options and enter your benefits choices in <a href="#">PeopleSoft</a> (<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. 833-275-6947</p>	<p>Benefits information is online. You can view it at your own pace using a program called HealthStream.</p> <p><b>Enroll in benefits via PeopleSoft:</b>  <b>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: You will be able to complete the tasks on your start date. Please do not begin these tasks until 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. This will help make sure that 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</li> <li>○ Enroll in MBTA Pass (optional/if eligible)</li> </ul> <p>Note: You will receive an email from MGH Training with directions to enter tax withholding information.</p>

**YOUR FIRST WEEK  
SECTION 3 - SYSTEMS**

**Note: You will be able to complete the tasks on your start date. Please do not begin these tasks until 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	<p>If 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.</p> <p>To encrypt your device, call the MGH Help Desk at 617-726-5085 and they will give you instructions.</p>
	<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	<p>MGH Broadcast emails are sent to all employees and include important hospital information.</p> <p>Click on <b>Go to my profile</b> to edit your entry.</p>