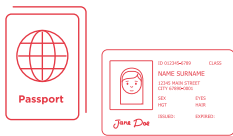


New UMMS Team Members Documentation Required for Hire

Welcome to UMMS!

Please review this list of documentation required to begin your new position and gather these materials now to prevent any delays in starting work. Bring all of these documents with you to your in-person appointments.

Note: If your last name is different on any of your documents, please bring supporting documentation showing proof of name change.



Bring to Employee Health Screening Appointment

Picture ID (State or Federal-Issued ID or Passport)



Record of all vaccinations and TB test documentation (you will be tested for anything for which you cannot provide proof of immunity)



Prescriptions or prescription bottles for any medications you are currently taking

Bring to HR Appointment



Photo or copy of your diploma/degree(s)/official transcript



Licenses (professional/state)



Social Security Card



Certifications (BLS/CNA/etc.)



I-9 Form and documentation (See acceptable documents list on page 2)



Signed offer letter

Questions about required documentation? Contact the HRConnections Service Center at 1-855-4UMMSHR (1-855-486-6747).