# New Employee Checklist

## Contractor Conversion

### I've accepted a new employee position at Harvard – what do I need to do before my first day?

- Digitally accept your offer letter! This will trigger all of your onboarding within Harvard.
- Review the New Hire Paperwork sent to you by our HR Team, including an I-9 Form, W-4 Form, M-4 Form, Direct Deposit Form and the HUIT Conflict of Interest and Security Policies.
- Schedule time to meet with a member of our HR Team to fill out your New Hire Paperwork. If you are unable to come in before your first day, let our HR Team know and we will make alternate arrangements.
- If it has been awhile since you attended Harvard New Employee Orientation, feel free to sign up for a session. Make sure to touch base with your manager to confirm what date works best before registering.
- If you have time, explore Harvard University's HR Website! You can find information about benefit packages, retirement programs, paid time off (including our holiday calendar), as well as many other perks Harvard offers.

### What should I do on my first day?

- Attend HUIT Orientation! You’ll learn all about HUIT and how it fits into Harvard, as a whole.
  
  After Orientation, the facilitator will bring you to the Harvard ID Office for you to pick up your new HUID.
  
  You’ll be getting a new ID to replace your Contractor ID.
  
  **Please Note:** You must bring a form of photo identification in order to pick up your Harvard ID.

- From here, you’ll start your training with your manager and your team!

### What should I do during my first few months at Harvard?

- Enroll in Harvard’s MessageMe Emergency Notification System
- Review and accept the Confidentiality Agreement in PeopleSoft under My Preferences & Agreements
- Review and verify all personal information is updated and accurate in PeopleSoft under My Personal Details, especially Emergency Contacts, Ethnicity/Race, Disability and Veteran Status
- Read HUPD’s Safety & Security To-Do List and review Harvard’s Information Security Policies
- Complete the Information Security Training Assessment and Harvard’s Harassment-Free Workplace Course
- Meet with your manager to go over your job description and expectations for your job responsibilities.
  
  Enjoy working at Harvard!
Questions?

Health, Welfare and Voluntary Benefits
Benefits Office – (617) 496-4001

Parking
Parking Services Office – (617) 496-7827

IT Help
HUIT IT Help Portal – (617) 495-7777

Retirement Benefits/TDA Accounts
Harvard University Retirement Center – (800) 527-1398

General HR Questions
Stacey Yesenosky, HR Coordinator – (617) 495-5314
Karen Pemstein, Associate Director of Human Resources – (617) 495-0372
  Architecture & Engineering, Collaboration and Communication Services, Infrastructure, IT
  Security, and Library Technology Services
Patty St. Amand, Associate Director of Human Resources – (617) 495-7995
  Academic Technology Services, Administration & Finance, Administrative Technology Services,
  and Strategy and Planning
Dick McGinnis, Associate Director of Human Resources – (617) 496-2296
  Data Management Services
Nicole Breen, Director of Human Resources – (617) 495-0826