New Employee Checklist

What forms do I need to complete before my first day?

- I-9 with Proper identification: Please refer to the last page for a list of acceptable documents
- **W-4: Federal Tax Form**
- **M-4: Massachusetts Tax Form**
- Direct Deposit Form: with voided check
- HUIT Conflict of Interest Policy

What should I do on my first day?

- Obtain HUID card and temporary PIN at ID Card Services (8th Floor, Smith Campus Center)
- Sign up for **Harvard New Employee Orientation**
- Sign up for **HUIT Service Desk Orientation** (within 4 weeks of your start date)
- Visit harvie.harvard.edu to review **New Employee Resources**
- Review Benefits package & enroll via PeopleSoft within 30 days (mailed to home address in 1st week)
- Review Parking Application of discounted MBTA pass, carpool, and bike information via **Commuter Choice**
- Enroll in **MessageMe Emergency Notification System**
- Read **HUPD Safety & Security To-Do List**
- Review and accept the Confidentiality Agreement in PeopleSoft: Self Service > Confidentiality Agreement
- Enter emergency contacts in PeopleSoft Self Service > Personal Information > Emergency Contacts
- Complete Ethnicity/Race and Veteran Self-ID Form in PeopleSoft: Self Service > Personal Information
- Review **Enterprise Security Policy and complete Information Security Training and Assessment**

Where can I find helpful Resources?

Jessica Whelan, HR Coordinator (617) 495-5314
Dick McGinnis, Associate Director, Human Resources (617) 496-2296
Patty St. Amand, Associate Director, Human Resources (617) 495-0826
Karen Pemstein, Associate Director, Human Resources (617) 496-1120
Nicole Breen, Human Resources Director (617) 495-3565
Benefits (617) 496-4001
Payroll (617) 495-8500
HUIT Help Desk (computer, e-mail, systems related problems) (617) 495-7777
HUIT Website huit.harvard.edu
Harvard University Intranet hr.harvard.edu
Harvard University Overview harvard.edu/about
University Health Services huhs.harvard.edu
University Ombudsman Office ombudsman.harvard.edu
Outings and Innings outingsandinnsings.harvard.edu
Harvard Union of Clerical & Technical Workers (HUCTW) huctw.org