New Employee Checklist
External Hires

I've accepted a 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.

☐ Sign up for Harvard New Employee Orientation for your 2nd week at Harvard. You will be attending HUIT’s Orientation on your first day. Make sure to touch base with your manager to confirm this 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 HUID!

  **Please Note:** You must bring a form of photo identification in order to pick up your Harvard ID.

☐ Your manager will pick you up from the HUID Office and you will be brought to your desk to start setting up your accounts. You’ll claim your HarvardKey, which will be used to set up your computer access.

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

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

☐ Attend Harvard University Orientation! You’ll learn about Harvard’s benefits, which will allow you to enroll in the benefits of your choosing. If you have questions about your Benefits, contact the Benefits Office.


☐ 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
  Jessica Whelan, HR Assistant – (617) 496-1523
  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