I’ve accepted a temporary position at Harvard – what do I need to do before my first day?

☐ Sign your Temporary Registration Form sent by your manager

☐ Review the New Hire Paperwork sent to you by our Recruitment Coordinator, 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 Recruitment Coordinator 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.

What should I do on my first day?

☐ Meet your manager at your workspace!

☐ Head to the Harvard ID Office for you to pick up your new HUID.
  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?

☐ 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

☐ Enjoy working at Harvard!
Questions?

IT Help

HUIT IT Help Portal – (617) 495-7777

General HR Questions

Jessica Whelan, Human Resources 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