New Employee Checklist
Harvard Transfer

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

☐ Digitally accept your offer letter! This will trigger all of your onboarding within HUIT.

☐ Review and sign the HUIT Conflict of Interest and Security Policies sent to you by our HR Team and either scan and email it back or bring it to your HUIT Orientation, which you will be attending on your first day.

☐ 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 need a refresher, explore Harvard University’s HR Website for information about benefit packages, retirement programs, paid time off, as well as the many other perks Harvard offers.

What should I do on my first day in my new role at HUIT?

☐ Attend HUIT Orientation! You’ll learn all about HUIT and how it fits into Harvard, as a whole. After Orientation, your manager will pick you up and bring you to your new desk!

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

What should I do during my first few months in my new role at HUIT?

☐ Explore HUIT’s New Hire Guide and Intranet for more information about HUIT and the work we do here, as well as resources you’ll need to do your job effectively.

☐ 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.

☐ Make sure your Office Location in PeopleSoft is accurate and make any necessary updates.

☐ 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, 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

More Information
   Harvard University
   Harvard University's HR Intranet
   HUIT
   HUIT’s Intranet
   University Health Services
   University Ombudsman Office
   Harvard Union of Clerical & Technical Workers (HUCTW)