New Hire Checklist for Managers
Temporary Employee

My temporary employee has just accepted an offer with my team – what do I do?

☐ Complete a [HUIT ServiceNow Onboarding Request](#) for your employee using all the information you have about your new hire. **The Onboarding process for a transfer can't start without this form submitted.**

☐ Provide the HR Team with a completed [Temporary Registration Form](#) so Payroll can process paperwork.

☐ Talk to your new hire before their start date about their first day and answer any final questions they may have.

☐ Make sure your New Hire's office/workspace is clean and ready!

My new temporary employee is here – what should I do during their first week?

☐ Send an email to your department and key contacts to let them know your temporary employee is here.

☐ Review office policies and procedures with your New Temp, including any department-specific meetings that they need to know about.

☐ Schedule time to go over your New Temp's job responsibilities and your expectations for them as it relates to work hours, how their job fits into the "big picture", cultural norms, customer service expectations, and submitting their hours each week.

As my new temp settles in, what am I responsible for doing?

☐ Periodically check in to see how the transition is going for the New Temp.

☐ As the end of their temporary employment approaches, stay in contact with the HR Team if you wish to extend their employment.
Questions?

Paid Time Off and Time Cards
   Traci McBurnie, Payroll Coordinator – (617) 495-9987

Service Now Requests, Space and Logistics
   May Woo-Mok, Department Administrator, Admin Ops – (617) 496-2610

IT Help
   HUIT Service Desk – (617) 495-7777

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

More Information
   Harvard University
   Harvard University's HR Intranet
   HUIT
   HUIT's Intranet
   Harvard Union of Clerical & Technical Workers (HUCTW)