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