New Employee Checklist

I’ve accepted a new position within HUIT, but outside my department – what do I do?

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

- Let your Manager know, including a departure date. Let your team know and alert your manager when everyone you’d like to tell personally have been made aware

  Work with your manager to develop a transition plan for your team.

- **Questions to consider**: What work needs to be done before you go? Who will be handling your work and how can you maximize the remainder of your time on your team to ensure that they are ready to do so? Where do you keep files and other important information? Who should gain access to those files and how?

- 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](https://hr.harvard.edu) for information about benefit packages, retirement programs, paid time off, as well as the many other perks Harvard offers.

Now that everyone has been looped in, what do I need to do before I start my new role?

- Work with your manager and team on the transition plan.

- Transfer over or provide access to all work-related electronic information to your manager and teammates. Determine what, if anything, should be transferred to a department-wide shared drive.

  Review any special online access, such as shared departmental documents, access to others’ calendars, administrator access or privileges on network drives, devices or servers or specific VPN access to make sure they are all revoked before your transfer date.

- Reconcile all outstanding expenses from your Corporate Card or P-Card, if applicable.

- Submit all outstanding reimbursements.

  Before your last day on your team, make sure to return to your manager:

  - All Harvard-owned equipment that you aren’t taking with you; i.e. computer and accessories
  - All keys to your desk, office, etc.
  - Any P-Cards or Corporate Cards

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

- Meet with your manager to go over your job description and expectations for your job responsibilities.**Please Note**: Your active ePerformance documents will remain active and will be transferred to your new Manager upon your start date.

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

- 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.

- Enjoy working in your new role!
Questions?

Health, Welfare and Voluntary Benefits
   Benefits Office – (617) 496-4001

COBRA Benefits
   Crosby Benefits Systems – (800) 462-2235

Retirement Benefits/TDA Accounts
   Harvard University Retirement Center – (800) 527-1398

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

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

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

Parking
   Parking Services Office – (617) 496-7827

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