



(note: Internal Transfers need only be mindful of actions identified with a *)

I'VE ACCEPTED A POSITION WITH FINANCIAL ADMINISTRATION (FAD) – WHAT DO I NEED TO DO BEFORE MY FIRST DAY?

<input type="checkbox"/>	* Digitally accept your offer letter. This will trigger necessary onboarding activity.
<input type="checkbox"/>	* Review & complete the New Hire Paperwork sent to you by our HR Team, including FAD Conflict of Interest policy .
<input type="checkbox"/>	Complete I-9 Section One and schedule your new hire paperwork session per the instructions in your offer letter.
<input type="checkbox"/>	Register for a virtual Harvard New Employee Welcome and Orientation session . Let your manager know once your attendance is confirmed.
<input type="checkbox"/>	Explore Harvard University's HR Website , where you can find information on Harvard's Total Rewards program, including benefits , retirement , paid time off , tuition assistance , and more.
<input type="checkbox"/>	* When contacted by your manager, discuss computer setup and any related accommodations you may need.

WHAT SHOULD I DO ON MY FIRST DAY?

<input type="checkbox"/>	Complete Massachusetts State and Federal tax withholdings forms (W-4 Form and M-4 Form) and Paid Family and Medical Leave Notice in PeopleSoft . For more information, visit the Financial Administration website .
<input type="checkbox"/>	Attend the Harvard New Employee Welcome and Orientation session . This session provides you with an overview of your benefits and introduces you to the structure and culture of the University. The program also includes information about a variety of employee resources and perks and gives you a chance to ask questions. You are encouraged to watch the Harvard Benefits Highlight videos before attending. If you have questions about your Benefits, contact the Benefits Office .
<input type="checkbox"/>	If you are on campus, retrieve your Harvard University identification card at the Harvard ID Office located on the 8 th floor of Richard A. and Susan F. Smith Campus Center . Please Note: You must bring a form of photo identification in order to pick up your Harvard ID. Remote and hybrid employees can obtain their identification card when on campus.
<input type="checkbox"/>	* Complete your computer setup. On-campus employees will meet with a Harvard University IT Field Technician at their workstation. Remote employees will meet with a Field Technician virtually.
<input type="checkbox"/>	* Meet with your manager to review your job description and expectations. Discuss management style and preferred communication methods.

WHAT SHOULD I DO DURING MY FIRST WEEK?

<input type="checkbox"/>	Review FAD's New Hire Guide for more information on Payroll and Benefits, Paid Time Off, Commuting to Harvard, and other Harvard Perks available to you.
<input type="checkbox"/>	Familiarize yourself with your Personnel Manual. (For Administrative/Professional Staff and Non-Bargaining Unit Support Staff or Harvard Union of Clerical and Technical Workers- HUCTW).
<input type="checkbox"/>	Review and accept the Confidentiality Agreement in PeopleSoft under My Preferences & Agreements.
<input type="checkbox"/>	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.

WHAT SHOULD I DO DURING MY FIRST FEW MONTHS?

<input type="checkbox"/>	* Explore learning and development opportunities, Center for Workplace Development , ManageMentor (Harvard Key protected), LinkedIn Learning , and more.
<input type="checkbox"/>	Review University Policies .
<input type="checkbox"/>	Read HUPD's Safety & Security To-Do List and review Harvard's Information Security Policies .
<input type="checkbox"/>	Complete the Information Security Training Assessment and Harvard's Harassment-Free Workplace Course .

ADDITIONAL ONBOARDING QUESTIONS?

General HR Questions

[Dick McGinnis](#), Associate Director of Human Resources

[Amy Murphy](#), Director of Human Resources

Health, Welfare and Voluntary Benefits

[Benefits Office](#) – (617) 496-4001

Commuting Options

[Transportation and Parking](#) – (617) 496-7827

IT Help

[HUIT IT Help Portal](#) – (617) 495-7777

Retirement Benefits/TDA Accounts

[Harvard University Retirement Center](#) – (800) 527-1398