



I've accepted a new employee position at Harvard – what do I need to do before my first day?

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

- Review the New Hire Paperwork sent to you by our HR Team, including an I-9 Form, W-4 Form, M-4 Form and the FAD Conflict of Interest and Security Policies.

- Schedule time to meet with a member of our HR Team to fill out your New Hire Paperwork. If you are unable to come in before your first day, let our HR Team know and we will make alternate arrangements.

- 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 have time, explore Harvard University's [HR Website!](#) You can find information about [benefit packages](#), [retirement programs](#), [paid time off](#) (including our [holiday calendar](#)), as well as many other perks Harvard offers.

What should I do on my first day?

- Meet your manager at your workspace!

- Head to the Harvard ID Office for you to pick up your new HUID. You'll be getting a new ID to replace your Contractor ID.
Please Note: You must bring a form of photo identification in order to pick up your Harvard ID.

- From here, you'll start your training with your manager and your team!

What should I do during my first few months at Harvard?

- 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.

- Review and accept the Confidentiality Agreement in PeopleSoft under My Preferences & Agreements

- 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

- Read HUPD's [Safety & Security To-Do List](#) and review Harvard's [Information Security Policies](#)

- Complete the [Information Security Training Assessment](#) and Harvard's [Harassment-Free Workplace Course](#)

- 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 Crowley](#), HR Coordinator – (617) 495-5314

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[Nicole Breen](#), Director of Human Resources – (617) 495-0826