



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

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

- Review the New Hire Paperwork sent to you by our HR Team, including an I-9 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.

- Sign up in advance of your first day for [Harvard University's New Employee Welcome and Orientation](#) no later than your 2nd Monday at Harvard. Make sure to touch base with your manager to confirm this before registering.

Remote employees: The New Employee Welcome and Orientation will be virtual and also requires registration in advance.

- 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.

- Remote employees:** Your new department will contact you in advance of your first day to arrange the logistics of acquiring your computer equipment.

What should I do within my first 2 weeks?

- Day 1:** Meet with HUIT Field Technician at your desk (or remotely) to claim your HarvardKey and set up your computer.

- Day 1:** Meet with your manager, or, if you are remote, your manager will schedule a virtual meeting. Go to the Harvard ID Office to pick up your HUID at the Smith Campus Center on the 8th floor.

Please Note: You must bring a government issued form of photo identification in order to pick up your Harvard ID.

Remote employees: You will pick up your ID when we return to campus.

- During this time, you'll meet with your manager to build an onboarding and training plan.

- Review and verify that your deductions on Massachusetts M4 and Federal W4 are correct in [PeopleSoft](#) under My Pay.

- Review and acknowledge the Confidentiality Agreement and the MA Paid Family & Medical Leave document in PeopleSoft under My Preferences & Agreements and personal details, especially Emergency Contacts, Ethnicity/Race, Disability and Veteran Status

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.

- Familiarize yourself with your Personnel Manual.
 - Administrative/Professional, exempt employees: [Personnel Manual](#)
 - Harvard Union of Clerical & Technical workers (HUCTW), non-exempt employees: [HUCTW Personnel Manual](#)

- 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](#)

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 FAD Administration Questions & Resources

[Alissa Beideck Landry](#), Manager of Administration and Operations – (617) 495-2716

[Kaitie Noe](#), Department Administrator

[Financial Administration site](#)

General HR Questions

[Dick McGinnis](#), Associate Director of Human Resources – (617) 496-2296

Amy Murphy, Director of Human Resources