



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

- Digitally accept your offer letter! This will trigger all of your onboarding within FAD.
- 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](#) 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 FAD?

- 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

IT Help

[HUIT Service Desk](#) – (617) 495-7777

Parking

[Parking Services Office](#) – (617) 496-7827

General HR Questions

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

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

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