



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

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

- 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.

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.
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?

- Enroll in Harvard's [MessageMe Emergency Notification System](#)

- 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](#)

- Enjoy working at Harvard!

Questions?

IT Help

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

General HR Questions

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

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