



**My temporary employee has just accepted an offer with my team – what do I do?**

- Work with your department's Department Administrator and Executive Assistant to start the onboarding process by submitting a [Temp Registration Form](#)

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- Talk to your new hire before their start date about their first day and answer any final questions they may have.

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- Make sure your New Hire's office/workspace is clean and ready!

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**My new temporary employee is here – what should I do during their first week?**

- Send an email to your department and key contacts to let them know your temporary employee is here

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- Review office policies and procedures with your New Temp, including any department-specific meetings that they need to know about.

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- Schedule time to go over your New Temp's job responsibilities and your expectations for them as it relates to work hours, how their job fits into the "big picture", cultural norms, customer service expectations, and submitting their hours each week.

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**As my new temp settles in, what am I responsible for doing?**

- Periodically check in to see how the transition is going for the New Temp

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- As the end of their temporary employment approaches, stay in contact with the HR Team if you wish to extend their employment.

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**Questions?**

**Paid Time Off and Time Cards**

[Traci McBurnie](#), Payroll Coordinator – (617) 495-9987

**IT Help**

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

**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

**More Information**

[Harvard University](#)

[Harvard University's HR Intranet](#)

[Harvard Union of Clerical & Technical Workers](#) (HUCTW)