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**I've accepted a new 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.

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- 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.

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- If you left Harvard more than a year ago, 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.

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- Sign up for [Harvard New Employee Orientation](#) for your 1<sup>st</sup> day back at Harvard. Make sure to touch base with your manager to confirm this before registering.

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- 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?**

- Attend Harvard University Orientation! You'll learn about Harvard's benefits, which will allow you to enroll in the benefits of your choosing. If you have questions about your Benefits, contact the [Benefits Office](#).

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- After Orientation, head to the Harvard ID Office for you to pick up your HUID! If you still have your old one, you can keep it!  
**Please Note:** You must bring a form of photo identification in order to pick up your Harvard ID.

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- Then, head to your desk to start setting up your accounts. You'll claim your HarvardKey, if you need to, which will be used to set up your computer access.

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- 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.

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

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- 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

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

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

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- 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

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

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