



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

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

- 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.

What should I do on my first day in my new role in FAD?

- Meet your manager at your workspace!

- From here, you'll start your training with your manager and your team!

What should I do during my first few months in my new role in FAD?

- Explore FAD's New Hire Guide for more information about FAD and the work we do here, as well as resources you'll need to do your job effectively.

- 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.

- Make sure your Office Location in PeopleSoft is accurate and make any necessary updates.

- Meet with your manager to go over your job description and expectations for your job responsibilities. Enjoy working in FAD!

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

More Information

[Harvard University](#)

[Harvard University's HR Intranet](#)

[University Health Services](#)

[University Ombudsman Office](#)

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