

# NEW EMPLOYEE ONBOARDING CHECKLIST FOR FAS EMPLOYEES



HARVARD  
Faculty of Arts and Sciences

## ONCE THE OFFER IS ACCEPTED

1. Provide the employee with an [I-9 Form](#). If possible, schedule them to come in at least 3 business days prior to their start date to submit the I-9 paperwork and provide identification so you can verify the I-9.
2. Ask for a personal email address (onboard email) the employee can use for claiming their [HarvardKey](#). You will enter this in [Aurora](#) or [ASPerIN](#) as you enter the appointment.
3. Clean the work area and order any necessary supplies or furniture.
4. Request phone service by going to <http://huit.harvard.edu/ithelp> > Request Something > Phones & Mobile > [Request Phone Service](#) and completing the form.
5. Send a welcome email to the employee including dress code, start date, time, place, and [commuting/parking information](#). A template is available on the [Administrative Operations website](#).
6. Email the department/FAS to announce the new hire including start date, role, and bio.

## ONCE THE I-9 IS COMPLETED

7. Submit the physical **I-9 form with cover sheet** to Central Payroll at 1033 Mass Ave, 2nd floor.
  - Once the I-9 is submitted, it should show up in Aurora/PeopleSoft within 1 business day. If it does not, follow-up with your Payroll Coordinator.
  - Keep a copy of the I-9, cover sheet and supporting documents until the I-9 is visible in Aurora/PeopleSoft and then destroy them.
  - NOTE: I-9s are inactivated in PeopleSoft if a new hire action is not **completed** within 30 days of the I-9 being received. If you encounter this issue, contact your FAS Payroll Coordinator who can work with Central Payroll to reactivate the I-9.
8. Enter the appointment into [Aurora](#) or [ASPerIN](#).
  - Enter the new employee's onboarding email address (for claiming a Harvard Key):

Employment History	Action
New to Harvard, no HUID	<b>ASPerIN:</b> Enter onboard email through New Hire form, or <b>Aurora:</b> Enter onboard email on the Create New HUID form as part of the Hire action
Previously at Harvard, existing HUID	Enter onboard email address through Aurora Onboard Email tool (under Tools > Onboard Email) or MIDAS

9. If the new employee will be paid by a federal contract (versus grant or cooperative agreement), initiate an [E-Verify](#) through HireRight. If you do not have access to HireRight, email [james\\_dunford@harvard.edu](mailto:james_dunford@harvard.edu).

## ONCE THE HUID IS ASSIGNED

*For hires processed in Aurora, the HUID is available upon creation of the New Hire form. For hires processed in ASPerIN, periodically search for the person until the employee record with HUID is available. If you have appropriate PeopleSoft access you can also search for the new employee in PeopleSoft Job Data. For appointments entered in ASPerIN, allow 3-5 business days for the new employee to appear in PeopleSoft.*

10. Obtain necessary building access and keys - in most cases this is done through the building manager.

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## 11. Computer and Email Setup:

- Go to <http://huit.harvard.edu/ithelp> > Request Something > Accounts & Authentication > [IT Setup Request for New Employees in FAS and CAS](#)
  - This form allows you to request an email account and computer and access to departmental mailboxes and calendars, VPN tunnels, network printers, etc.
  - If the employee has a preferred name that is different from their legal name and should be used when creating the email address, enter this for the First and Last Name on the request form.
  - If you are requesting a new computer, indicate computer type based on the job role and technical requirements, rather than user preference.
  - NOTE: Only benefits-eligible employees qualify for a computer through the FAS Refresh program. For other employees (e.g., interns) the department is responsible for funding the computer.

If access to FAS email is needed before the appointment start date or the employee is unable to complete the I-9 process before their appointment start date, complete an [FAS Person of Interest \(POI\) Form](#) to request an Incoming Employee POI.

- Go to <https://iam.harvard.edu> > Resources > Forms > FAS Person of Interest (POI) Authorized Identity Request Form (PDF)
  - Enter the employee's HUID in the "Previous HUID" field to prevent the creation of a duplicate HUID.
  - Select role type " Incoming Emp/Trans"
  - Set the "End Date" for at least 1 week after the anticipated start date to ensure overlap
- Electronically "sign" the form by emailing it from your official Harvard address to [ithelp@harvard.edu](mailto:ithelp@harvard.edu)

## ON THE EMPLOYEE'S FIRST DAY

12. Show employee their workspace and provide keys.
13. Share information about your office including phone lists, departmental procedures and policies, local customs, etc.
14. Have the employee go to the Campus Service Center (Smith Campus Center Room 807) to pick up their ID card.
15. Have the employee claim their [HarvardKey](#). **New employees should wait until their official Harvard email is assigned so that this can be used for their HarvardKey Login Name.**
16. Add the employee's office phone number and office location in [MIDAS](#) to populate the Harvard Directory.
17. Review the employee's University Mailing Address listed in the Harvard Directory. If it is incorrect, have the employee update their address through [PeopleSoft](#) Self Service under My Personal Details > Addresses.
18. Tour your building(s).
19. Review your Emergency Evacuation Plan.
20. Create an account for the employee on the departmental scanner/copier, if needed.
21. Request access to FAS and/or University-wide **administrative applications**:
  - Go to <https://finance.fas.harvard.edu> > Services > Application Security > System Access
    - FAS Admin Systems & PeopleSoft Access Request Form (ASPerIN, Aurora, PeopleSoft, SPECTRA, etc.)
    - Harvard Financial Systems Access Request Form (Accounts Receivable, Concur, General Ledger, OBI, etc.)

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## IN THE EMPLOYEE'S FIRST WEEK

22. Instruct the employee to complete tax withholding and direct-deposit information through [PeopleSoft](#) Self Service under My Pay.
  - NOTE: Non-resident aliens must complete paper tax and direct deposit forms. These forms should be delivered to FAS Payroll (1414 Mass. Ave., 4th floor).
23. Follow-up with employee about attending orientations: [Getting Started at FAS](#) (information sent to employee with their offer letter) and [University New Employee Orientation](#) (registration required).
24. Encourage the employee to sign-up for [MessageMe](#), Harvard's Emergency Notification System.
25. Add the employee's information to internal directories, departmental website, and org chart.
26. Send the employee invitations to department meetings and role specific list serves according to local processes.
27. Review the [Harvard Training Portal](#) to find job related resources and references for PeopleSoft, HCOM, ASPIRE, etc. to assign to the new employee.
28. Request training for applications using the [ASAP training request form](#), if applicable.
29. Order business cards, if applicable.
30. Submit [Purchasing Card](#) or [Corporate Card](#) applications, if applicable. (Note: It can take 3-4 weeks to get cards once the applications are submitted.)
31. Provide departmental training.

## IN THE EMPLOYEE'S FIRST MONTH

32. Remind the employee to make benefits elections through [PeopleSoft](#) Self Service under My Benefits.
33. Explain the performance review process.

## IN THE EMPLOYEE'S FIRST 90 DAYS

34. Check in with the employee to ensure they are attending appropriate trainings.
35. Check in with external and internal peers/contacts to make sure the employee is developing key relationships to be successful.
36. Complete goals (departmental and personal) in the Performance Management Conversation Form.
37. Schedule performance conversations, at least quarterly.

## AFTER 90 DAYS

38. Hold a conversation with the employee about their performance during the orientation and review period and complete the 90-day Orientation & Review Form in [PeopleSoft](#) under Team Performance.