**Once the Offer is Accepted**

1. Provide the employee with an [I-9 Form](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1). If possible, schedule the new employee 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](https://key.harvard.edu/) and a preferred name (if applicable) for claiming their FAS email address.
   * You will enter the personal email address in [Aurora](https://aurora.fas.harvard.edu) as you enter the appointment.
   * You will enter the preferred name in PeopleSoft after the appointment has been created, or ask your HR consultant to enter the preferred name into MIDAS.
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](https://harvard.service-now.com/ithelp?id=sc_cat_item&sys_id=23c30b9adbd1b2002c397ee5bf9619a2) and completing the form.
5. Send a welcome email to the employee including dress code, start date, time, place, and [commuting/parking information](http://www.transportation.harvard.edu/commuterchoice). A template is available on the [Administrative Operations website](https://adminops.fas.harvard.edu/onboarding-toolkit).
6. Email the department/FAS to announce the new hire including start date, role, and bio.

**Once the I-9 is Completed**

1. Submit the physical **I-9 form** **with cover sheet** to Central Payrollat 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.
2. Enter the appointment into [**Aurora**](https://aurora.fas.harvard.edu).
   * Enter the new employee’s onboarding email address (for claiming a Harvard Key and Harvard email address):
     1. If the employee has a preferred name that is different from their legal name and should be used when creating their email address, enter this in PeopleSoft in the “Preferred Name” field or ask your HR consultant to enter this in MIDAS.

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

1. Send an email to the employee with instructions on how to claim their Harvard Key and Harvard email address prior to their start date. A template is available on the Administrative Operations website.
   * NOTE: This is a time sensitive task since Harvard email addresses can take 24 hours to generate. The email template contains actions for your new hire to complete in order for their email address to be ready on their first day.
   * If your new hire has a preferred name, send this email out **after** creating an Aurora appointment and entering their preferred name in PeopleSoft or MIDAS. Their email address choices will be generated based on data from those fields.
2. If the new employee will be paid by a federal contract (versus grant or cooperative agreement), initiate an [E-Verify](http://research.fas.harvard.edu/files/research/files/e-verify_refresher.pdf?m=1442848786) through HireRight. If you do not have access to HireRight, email [kaycee\_alexander@harvard.edu](mailto:kaycee_alexander@harvard.edu).

**Once the HUID is Assigned**

*For hires processed in Aurora, the HUID is available upon creation of the New Hire form. If you have appropriate PeopleSoft access you can also search for the new employee in PeopleSoft Job Data.*

1. Obtain necessary building access and keys - in most cases this is done through the building manager.
2. **Computer Setup:**
   * Go to <http://huit.harvard.edu/ithelp> > Request Something > Accounts & Authentication > [IT Setup Request for New Employees in FAS and CA](https://harvard.service-now.com/ithelp?id=sc_cat_item&sys_id=b02d2c1d6f8df100a54fa981be3ee4f4)
   * This form allows you to request\, a computer, access to departmental file shares and VPN. You may also request access to departmental mailboxes and calendars in the Additional Comments section.
   * 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 Desktop Refresh program. For other employees (e.g., interns) the department is responsible for funding the computer.

**On the Employee’s First Day**

1. Show the employee their workspace and provide keys.
2. Share information about your office including phone lists, departmental procedures and policies, local customs, etc.
3. Have the employee claim their [HarvardKey](https://key.harvard.edu/) and Harvard email address if they have not done so prior to their first day.
4. Have the employee go to the Campus Service Center (Smith Campus Center Room 807) to pick up their ID card. NOTE: The employee must bring a government-issued photo ID in order to claim their Harvard ID card.
5. Add the employee’s office phone number and office location in [MIDAS](https://midas.cadm.harvard.edu/) to populate the Harvard Directory.
6. Review the employee’s University Mailing Address listed in the Harvard Directory. If it is incorrect, have the employee update their address through [PeopleSoft](https://peoplesoft.harvard.edu/) Self Service under My Personal Details > Addresses.
7. Encourage the employee to sign-up for [MessageMe](https://messageme.harvard.edu/), Harvard’s Emergency Notification System.
8. Tour your building(s).
9. Review your Emergency Evacuation Plan.
10. Create an account for the employee on the departmental scanner/copier, if needed.
11. 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 (Aurora, PeopleSoft, SPECTRA, etc.)
  + Harvard Financial Systems Access Request Form (Accounts Receivable, Concur, General Ledger, OBI, etc.)

**In the Employee’s First Week**

1. Instruct the employee to complete benefits elections, tax withholding and direct-deposit information through [PeopleSoft](https://peoplesoft.harvard.edu/) Self Service under OnBoarding Activities. OnBoarding Activities centralizes a new hire’s [PeopleSoft](https://peoplesoft.harvard.edu/) tasks. The same [PeopleSoft](https://peoplesoft.harvard.edu/) Self Service activities can be completed in My Benefits and My Pay.
   * NOTE: Non-resident aliens must complete paper tax and direct deposit forms. These forms should be delivered to UFS: Central Payroll (1033 Mass. Ave, 2nd Floor).
2. Follow-up with employee about attending orientations: [Getting Started at FAS](https://hr.fas.harvard.edu/gettingstarted) (information sent to employee with their offer letter) and [University New Employee Orientation](https://hr.harvard.edu/university-new-employee-orientation) (registration required).
3. Add the employee’s information to internal directories, departmental website, and org chart.
4. Send the employee invitations to department meetings and role specific list serves according to local processes.
5. Review the [Harvard Training Portal](https://trainingportal.harvard.edu/) to find job related resources and references for PeopleSoft, HCOM, ASPIRE, etc. to assign to the new employee.
6. Request training for applications using the [ASAP training request form](https://finance.fas.harvard.edu/pages/training-and-support), if applicable.
7. Order business cards, if applicable.
8. Submit [Purchasing Card](https://cardservices.harvard.edu/activation-purchasing) or [Corporate Card](https://cardservices.harvard.edu/activation-corporate) applications, if applicable. (Note: It can take 3-4 weeks to get cards once the applications are submitted.)
9. Provide departmental training.

**In the Employee’s First Month**

1. Remind the employee to make benefits elections through [PeopleSoft](https://peoplesoft.harvard.edu/) Self Service under OnBoarding Activities or My Benefits.
2. Explain the performance review process.

**In the Employee’s First 90 days**

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

**After 90 Days**

1. 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](https://peoplesoft.harvard.edu/) under Team Performance.