Your First Day(s)

The first day on the job can be exciting and also overwhelming. You will be introduced to new people, new policies and procedures, new responsibilities, and a new culture. This section was designed to help equip you with the tools and resources needed to help ease your transition. You will need a Harvard University Identification Number (HUID), a Harvard ID, a PIN, eCommons, and an active email in order to smoothly transition into your position. Please remember that your supervisor/hiring manager/department administrator is an essential part of making sure you receive these items. He or she will also be an integral part of setting up your computer access, instructing you on time reporting (and approval if appropriate), and familiarizing you with office policies and procedures.

HARVARD UNIVERSITY IDENTIFICATION NUMBER AND ID CARD
Harvard identification numbers (HUID’s) are issued to all staff members. When you meet with the HR coordinator to do your pre-hire paperwork, s/he will give you a packet with your Harvard ID number. If the Harvard ID number has not been generated s/he will send it to you via email as soon as possible. A Harvard ID number and/or ID card is needed to obtain library privileges (including on-line resources), to gain access to the M2 shuttle, to gain access to athletic facilities and museums, to receive event discounts, and to use Crimson Cash (https://cash.harvard.edu/textpage.php?pageid=401&cid=154&).

GETTING YOUR HARVARD ID CARD:
As soon as your paperwork has been processed (including the I-9) you can go to the ID Office to have your photograph taken for the ID card. There are three forms that are needed in order to obtain an ID card—they are as follows: the Harvard ID Form, the Risk Assessment Form, and the Animal Related Risk Fact Sheet. These forms will be supplied to you by your HR coordinator. On or after your first day, please work with your supervisor/hiring manager/department administrator to complete the forms and to determine if there’s training that’s required immediately. Bring the completed forms to the ID Office located in the School of Public Health, Kresge Building, Room 119, which is open Monday-Friday, from 8:00 a.m. to 4:00 p.m. All non-lab personnel will need to watch the Right to Know video. If your training is complete or if there is no extra training required, the ID Office will issue an ID card immediately. If training is still required and to be completed at a later time, the office will issue a 30 day temporary ID and provide instructions on how to proceed.

CREATING AN ECOMMONS ID AND PASSWORD
All HMS and HSDM faculty, staff, and students need to register for an eCommons account using a Harvard ID number. An eCommons account will allow you to gain access to your computer, email, collaboration folders, wireless network, and to the HMS intranet eCommons. To register for eCommons, please see the following steps:
1. Go to http://ecommons.med.harvard.edu and click the New User Registration. Click Register Now at the middle of the page.
2. Enter your Last Name in step 1 and enter your Harvard ID number in step 2, then click Submit.
3. Click Continue to validate your email address.
4. Create your new password, and click **Submit** to complete the registration process. *Passwords MUST contain an upper case letter, a number and at least eight characters.*

5. When prompted, you must register for Safecode security, a self-service feature you can use to reset your password or unlock your account if needed in the future. *For account lock out or password reset assistance*, self-service instructions are available at [http://hms.harvard.edu/departments/hms-information-technology/it-service-catalog/accounts-access#Locked%20Account%20&%20Password%20Reset](http://hms.harvard.edu/departments/hms-information-technology/it-service-catalog/accounts-access#Locked%20Account%20&%20Password%20Reset).

5. Restart your computer and login with your eCommons username and password.


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**SETTING UP OUTLOOK EMAIL AND COMPUTER ACCESS**

Each employee at Harvard will be assigned an email mailbox. Access your HMS email through the Outlook Web Access (OWA) interface by going to [http://email.med.harvard.edu](http://email.med.harvard.edu) and log in using your eCommons username and password. A **self-service email client instructions** are available, or contact IT Service Desk at itservicedesk@hms.harvard.edu or 617-432-2000 if you need assistance. Each department at HMS/HSDM has a dedicated team of IT Client Services Representatives. Their roles are to provide desktop support assistance such as software install, printer setup, email client setup, and hardware/software consultation. View the complete list of **departmental CSRs**. The central point of contact for IT support is the HMS IT Service Desk. Contact them by calling 617-432-2000 or email itservicedesk@hms.harvard.edu.

**Business hours and online support forms**: [http://hms.harvard.edu/departments/hms-information-technology/get-help](http://hms.harvard.edu/departments/hms-information-technology/get-help)

**HMS IT service catalog and news & announcements**: 
[http://hms.harvard.edu/departments/hms-information-technology](http://hms.harvard.edu/departments/hms-information-technology)

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**HARVARD PRIVATE IDENTIFICATION NUMBER (PIN)**

⚠️ The PIN is a required login which will grant you access to employee specific, online systems such as PeopleSoft and HARVie (Harvard University’s Intranet, see below). To request your PIN go to [http://pin.harvard.edu/](http://pin.harvard.edu/). Please note that you will need an HUID and an active Outlook Email Account to request your PIN.

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**INFORMATION TECHNOLOGY RESOURCES**

**Network and Wireless Access**

You can connect to the Internet by ethernet connection (wired) or wireless connections. HMS offers two different types of wireless connections, HMS Public and HMS Private. Review instructions on how to access the wireless network by going to [http://hms.harvard.edu/departments/hms-information-technology/it-service-catalog/network-wireless](http://hms.harvard.edu/departments/hms-information-technology/it-service-catalog/network-wireless).

**Safe Computing**

Keeping your computer and HMS/HSDM computing resources and data safe is important! HMS Information Technology provides recommendations and resources on mobile device encryption, Virus Protection & Spam, Hard Drive Disposal, Secure File Transfer, Account Security and Back Up and Recovery. You can access this information, as well as policies and University
Research Computing
Computational research is an important part of any Life Science research project. Research computing staff members help researchers get access to software and hardware resources and provide advice on how to use those resources. For a list of these staff members, please go to https://rc.hms.harvard.edu/#people. Visit the Research Computing homepage at https://rc.hms.harvard.edu/ to learn more about Classes & Training, Computing and Consulting, High Performance Computing, Imaging, Servers, Software and Institutional Review Boards.

HMS & HARVie UNIVERSITY POLICIES
As stated in HARVie, Harvard’s size and decentralized structure allow for diverse sets of rules among the University’s different entities, but there are still many policies that apply across the University to ensure a safe, fair work experience for everyone. The Office of the Provost (http://provost.harvard.edu/pages/policies) and the Office of the Controller (http://finance.harvard.edu/) host summaries of University-wide policies. These work alongside the Personnel Manual, union contracts and local policies. If you are unsure which rules apply in a specific situation, please check with your HMS Human Resources office. As a new employee to HMS, please take the time to review the following policies in HARVie:

Drugs and Alcohol in the Workplace:
http://HARVie.harvard.edu/Policies_Contracts/Staff_Personnel_Manual/General_Employment_Policies/Drugs_and_Alcohol_in_the

Sexual Harassment:

Workplace Relationships:

Information Security and Privacy:
http://HARVie.harvard.edu/Policies_Contracts/Staff_Personnel_Manual/General_Employment_Policies/Information_Security_and

University Confidentiality:
http://HARVie.harvard.edu/Policies_Contracts/Staff_Personnel_Manual/General_Employment_Policies/Information_Security_and

Reasonable Accommodation: http://accessibility.harvard.edu/

Wage and Hour:

For a list of University policies, please go to HARVie>Policies and Contracts.
**Time Reporting and Absence Management**
PeopleSoft helps you keep track of your time worked and current balances for vacation, sick, personal, and other time off. In order to access PeopleSoft through HARvie, you will need to have a PIN. For HUCTW/Overtime Eligible Employees, please note that if time is not reported before the end of the week you risk not being paid. Make sure to report your time before Thursday by 5:00 p.m. each week. **Note on Paychecks:** Harvard University staff are paid on a bi-weekly basis (26 pay periods per year). You can enroll in direct deposit and complete W4 tax information in PeopleSoft self-service.

**Emergency Contact Information**
It’s important that you add your emergency contact information into PeopleSoft as soon as you are able. Once you have logged into PeopleSoft, on the left side menu choose Self Service, then click on Personal Information.

**Annual Acknowledgement of Confidentiality Agreement**
Each year Harvard staff members are asked to acknowledge a Confidentiality Agreement. This is an important process that helps to protect the institutional and personal confidential information entrusted to us by reminding users of their responsibilities. You will receive an email regarding more information and instructions regarding the agreement and you may address any questions about this process to your HMS Human Resources office.

**Registration for HLC Orientation and Networking Event**
Please be sure to register for the Harvard Longwood Campus Orientation and Networking Event. This event will introduce you to some of the resources here on the HLC campus, discuss training and development opportunities and encourage networking with fellow colleagues within the community. Snacks and beverages will be provided. Once you have logged into PeopleSoft, on the left side menu choose Self Service, then Learning & Development and Request Training Enrollment. Search by course number PRO050, and choose the next available session. Please visit [http://hlc.harvard.edu/home/new-employee-resources/](http://hlc.harvard.edu/home/new-employee-resources/) for upcoming dates, locations, and the registration process.

**PeopleSoft Absence & Time Reporting Resources:** [http://eureka.harvard.edu/Eureka/jobaidscf](http://eureka.harvard.edu/Eureka/jobaidscf)

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**BENEFITS AND ENROLLMENT**
Learn more about the many benefits Harvard provides its employees from retirement, tuition assistance, medical/dental plans and MBTA discounts by reviewing the HU Benefits Enrollment website at [http://hr.harvard.edu/benefits-enrollment](http://hr.harvard.edu/benefits-enrollment).

Please remember that there is a Cambridge Orientation available to you which also covers benefits. More information can be found in the “Before You Start” section or click [http://hr.harvard.edu/university-new-employee-orientation](http://hr.harvard.edu/university-new-employee-orientation).
**Enrollment** – Benefits-eligible employees will only have **30 days** to elect/opt out of benefits coverage. If you have any questions regarding benefits enrollment, please contact the Benefits Office at 617-496-4001. Within two weeks of your date of hire, you should receive an enrollment guide packet at your home address. This packet will include information regarding many of our benefits. Some information is located on HARVie as well and can be accessed here [http://HARVie.harvard.edu/Compensation_Benefits/](http://HARVie.harvard.edu/Compensation_Benefits/). You can enroll online via PeopleSoft ([https://hrapps.cadm.harvard.edu/psp/psftprdl/?cmd=login&languageCd=ENG](https://hrapps.cadm.harvard.edu/psp/psftprdl/?cmd=login&languageCd=ENG)) once you have your HUID and PIN. **If you have not received your enrollment package within a week of your first day, please contact the Benefit Services Group at the number above.**

**Benefits Office Hours** – New employees can have the opportunity to meet with a representative to discuss retirement, insurance, flexible spending, or any of your other benefits. Please contact the Benefit Services Group at (617) 496-4001 to schedule an in-person, confidential appointment with a representative in the LMA area every Friday between 9:00 a.m. and 5:00 p.m.

**MBTA Pass** – As stated in HARVie, Harvard offers a 50% subsidy on monthly bus, subway, commuter rail and commuter boat passes for benefits eligible employees. Harvard also offers pretax savings on the purchase of private transit passes and commuter checks, up to the IRS pretax limit of $130 per month and pretax savings on parking expenses related to commuting by MBTA up to the pretax limit of $250 per month. You can sign up for any of these benefits using one convenient online portal at [http://www.transportation.harvard.edu/commuterchoice/transit](http://www.transportation.harvard.edu/commuterchoice/transit). New employees should allow 5 to 9 weeks from the start of their employment for enrollment to be processed, and you need only to sign up once if you choose automatic monthly renewal. Payment is made through automatic pretax payroll deduction.

**HEALTH, SAFETY & SECURITY**

Your health and safety is paramount to us at Harvard. Please make sure to read through the resources below which are aimed at keeping you and others healthy, safe, and secure.

* **Responding in a Crisis Video**: [http://isites.harvard.edu/icb/icb.do?keyword=k103585](http://isites.harvard.edu/icb/icb.do?keyword=k103585)
* **HMS Walking Security Escorts**: 617-432-1379. HMS offers a security escort if you are leaving your lab or office late and do not feel comfortable walking to your car or public transportation on your own.
* **Harvard University Police Department**: Longwood branch 617-432-1212
HARVIE

HARVie is Harvard University’s intranet. It’s designed to provide employees with university information such as benefits, compensation, policies and procedures, Outings and Innings, Work/Life resources, forms, tools and more. To log into HARVie for more information, please click http://HARVie.harvard.edu/. Note: HARVie has many resources available to new employees which can be found here: http://HARVie.harvard.edu/Employee_Community/Special_Resources/New_Employees