Job Aid For Hiring Harvard Global Employees
NEW! As of October 6, 2019, position numbers must be created for all Harvard Global Employees. At SPH, this includes Harvard Global Administrative/professional staff, faculty, and academic employees. The process to request a position number is as follows:

**Administrative / Prof. Staff**

1. To hire an employee under Harvard Global, the department must complete the Position Posting Form and will work with the HR Recruitment Team (HR Approver) and the Budget Office (Finance Approver) to obtain approval before a new position number can be created.
2. Once the position is approved, the position number will be created in PeopleSoft by the Recruitment Team using the Harvard Global PS department. If the Harvard Global PS department doesn’t already exist, a local PS department can be used until the new department is created by Harvard Global.
3. The Recruitment Team will post the position in Harvard Careers so a requisition number is assigned.
4. When recruitment is complete, follow the onboarding process on pages 3-6 of this slide deck which now requires you to select the position number for the new Global hire.

**Faculty / Academic**

1. To hire an employee under Harvard Global, the department must complete the New Position Form and will work with Faculty Affairs (OFA Approver) and the Budget Office (Finance Approver) to obtain approval before a new position number can be created.
2. Once the position is approved, the position number will be created in PeopleSoft by Faculty Affairs using the Harvard Global PS department. If the Harvard Global PS department doesn’t already exist, a local PS department can be used until the new department is created by Harvard Global.
3. When ready, follow the onboarding process on pages 3-6 of this slide deck which now requires you to select the position number for the new Global hire.

*All Harvard Global hires are classified as Admin. / Prof. staff*
The department is in communication with Harvard Global and HR or OFA to finalize the terms of the hire in the offer letter. The department will work with the HR Recruitment Team for staff positions or with OFA for faculty/academics positions to complete the Personnel Action Form (PAF).

The department will use the PAF to process the appropriate hire action in Wasabi and pick the required position number previously created. Please add “Harvard Global Hire” in Comments section of the hire action.

- New Hire
- Rehire
- Concurrent Job

Pay Group: If expatriate = “OEM”, if local national = “OHM”, or if third country national = “OTM”.

Select the correct Global Location PS Department

Note: An I-9 Employment Verification Form is not needed.

The PeopleSoft Departments for employees going onto the Harvard Global Payroll are created by the Harvard Global Office. After they are created, their office will ensure the Department Administrator, the HR Partner or OFA and Payroll gains access to that department. Also, the global PeopleSoft department has to be mapped to the correct dataset in Wasabi in order to show up in the “*Department” pick list. Contact wasabi@sphofs.harvard.edu if you have any questions.
Additional Notes/Steps:

• Email Payroll ASAP with employee name to inform a Global Hire action has been processed in Wasabi
• Payroll Specialist enters Wasabi action into PeopleSoft
• Payroll Specialist contacts Harvard Global via email with the PeopleSoft requisition number
• If the employee has a current Harvard Chan School job, the department will need to process a termination action in Wasabi
*Please contact your HR Recruiter if you have questions on which job code to use.
# Faculty/Academic Hiring Process

**Effective Date:** 10/22/2019

**Department:** HGRS®SPH®India Center Mumbai

**Location Code:** X07301 Harvard Global India

**Job Code:** 000302 Lecturer, Adjunct

**Pay Group:** OEM Outsourced Exports Monthly

**Union Code:** 00 Non Union, Exempt or Temporary

**Absence Group:**

**Salary Administration Plan:** ACAD

**Salary Grade:** 0

**Position Nbr:** P0001234

**Appoint End Date:**

**Business Title:** Lecturer on Syllac

**ReqID:** 123456

**Affirm Action Form:** 10/22/2019

**Workgroup:** ADMIN/PROF

**Group ID:**

**Schedule ID:** 40.00

**Temporary Backfill:**

**Comp Rate Code:** NAAANIL

**Comp Rate (Hourly):**

**Comp Rate (FTE Salary):** [Redacted]

**Actual Annual Salary:** [Redacted]
For Questions Contact:

**Payroll Office**
- Ann Howe – Monthly Payroll -2-7694
  ahowe@hsph.harvard.edu
- Stacey Haymon – Bi-Weekly Exempt and Non-Exempt Payroll -2-7695
  shaymon@hsph.harvard.edu

**Human Resources**
- HR Partners: Elissa Brennan, 2-6443; Lisa Hoppie, 2-4579; Linda Picard, 2-2719; Maressa Patts, 2-6441
- HR Recruitment: Kristina Gravellese, 2-2401
- HRIS: Trina Weekes, 2-4368 Joanna Duque, 2-7241

**Office of Faculty Affairs**
- Isin Ugur-Bastepe, 2-4533
Addendum - List of Pay Groups:

All Harvard Global Employees are exempt and monthly. The Harvard Global Office will provide guidance on which pay group to place the global hire in:

- **OEM Outsourced Expats Monthly** - This pay group is used for all US employees on a temporary appointments abroad. Example: US citizen on assignment in Rwanda.

- **OTM Outsourced TCN Monthly** – This pay group is used for all TCNs which stands for Third Country Nationals: Non-US employees who are on a temporary assignment in a placement country who are neither nationals of the placement country nor are the US. Example: German citizen on assignment in Senegal.

- **OHM Outsourced Host Country Monthly** – This pay group is used for all employees who are host country nationals or in other words: national of the country of placement. Example: German citizen on assignment in Germany.