

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, your HarvardKey, 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>.
5. Restart your computer and login with your eCommons username and password.
6. Register for Message Me to receive emergency notifications from Harvard University. Visit the Message Me web site at <http://messageme.harvard.edu/> for detailed instructions.

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> 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 at <http://hms.harvard.edu/departments/hms-information-technology/get-help/csr-coverage-department>. 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>

HMS IT service catalog and news & announcements:

<http://hms.harvard.edu/departments/hms-information-technology>

YOUR HARVARDKEY



You will need your HarvardKey to access a wide variety of online services, including entering your time on PeopleSoft, obtaining your T Pass, access to job-specific applications, etc. To claim your HarvardKey, visit key.harvard.edu and follow the prompts. You will need your Harvard ID number to obtain your HarvardKey.

REGISTER FOR THE HLC ORIENTATION AND NETWORKING EVENT



Once you have computer access, **be sure to register for the HLC Orientation and Networking Event** that takes place on campus once a month from 9:30 a.m. to 12:00 p.m. 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. Click here for upcoming dates, locations, and the registration process: <https://hlc.harvard.edu/home/new-employee-resources/>

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>.

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 contact information by visiting the Safe Computing web page at

<https://hms.harvard.edu/departments/hms-information-technology/safe-computing>.

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.

INFORMATION SECURITY at HMS



HMS and Harvard have published security policies that all HMS faculty, staff, students, contractors, and vendors must comply with. Please take time to familiarize yourself with the policies relevant to you and your work.

The Harvard University Information Security Policy (<https://policy.security.harvard.edu/>) provides requirements and guidance on how to best protect Harvard data and systems. The Harvard Research Data Security Policy (HRDSP) (<http://vpr.harvard.edu/pages/research-data-security-and-management>) provides requirements and guidance on how to best protect Harvard's human subjects research data.

Policy on Access to Electronic Information:

(http://hwpi.harvard.edu/files/provost/files/policy_on_access_to_electronic_information.pdf)

Access electronic information effectively and appropriately.

Information Security Awareness: Small Actions. Big Differences – You help keep Harvard Secure (<https://aware.security.harvard.edu/#%21/video>)

Information security at Harvard is managed through the partnership of School Security Officers and the HUIT Information Security group. Click <https://security.hms.harvard.edu/> to go to the HMS Department of Information Security website.

For assistance at HMS, contact the HMS Information Security Officer, or CIO at (<http://security.hms.harvard.edu/people>)

Questions related to HMS information security services (<http://security.hms.harvard.edu/service-catalog>), assessments for research and other projects, vendor assessments, and all general questions may be directed to HMS Information Security by contacting the HMS IT Service Desk at itservicedesk@hms.harvard.edu, or by calling 617-432-2000

Contact the HMS Information Security Officer, CIO, or HMS IT Helpdesk to report an information security breach or incident.

HMS & HARVARD UNIVERSITY POLICIES



As stated in Harvie (<http://hr.harvard.edu/university-policies>) Harvard's size and the variety of missions, functions, and operating models among its different departments sometimes result in different rules and policies, but there are many policies that apply across the University to help ensure a safe, fair work experience for everyone. The Office of the Provost (<http://provost.harvard.edu/pages/policies>) and the Financial Policy Office (<http://policies.fad.harvard.edu/>) within the Office of the Controller 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, feel free to ask your local HR office.

As a new employee to HMS, please take the time to review the following policies in HARVie:
Affirmative Action Plan for Minorities and Females: <http://diversity.harvard.edu/pages/aap-minorities-females>

Affirmative Action Plan for Disabilities and Protected Veterans:

<http://diversity.harvard.edu/pages/aap-iwd-protectedveterans>

Drugs and Alcohol in the Workplace: <http://hr.harvard.edu/staff-personnel-manual/general-employment-policies/drugs-and-alcohol-workplace>

Sexual and Gender-Based Harassment: <http://titleix.harvard.edu/policy>

Title IX and Gender Equity: <http://titleix.harvard.edu/>

Workplace Relationships: <http://hr.harvard.edu/staff-personnel-manual/general-employment-policies/work-relationships>

Information Security and Privacy (including University Confidentiality):

<http://hr.harvard.edu/staff-personnel-manual/general-employment-policies/information-security-and-privacy-policy>

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

Wage and Hour: <http://hr.harvard.edu/files/humanresources/files/huctw-manual.pdf?m=1424795814>

Enterprise Security Policy: <http://policy.security.harvard.edu/>

For a list of University policies, please go to <http://hr.harvard.edu/university-policies>. For Whistle Blowing and other General Employment Policies please go to <http://hr.harvard.edu/staff-personnel-manual/general-employment-policies>.



ACCESSING PEOPLESOFT: TIME REPORTING, PAYROLL, EMERGENCY CONTACT INFO

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 (<http://hr.harvard.edu/>), you will need your HarvardKey. 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. To find an updated payroll calendar, please visit <http://hms.harvard.edu/humanresources/tools-employees-and-managers>.

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/> for upcoming dates, locations, and the registration process.



PeopleSoft Absence & Time Reporting Resources: <http://eureka.harvard.edu/Eureka/jobaids.cfm>



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>.

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>.



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://hr.harvard.edu/benefits-enrollment> . You can enroll online via PeopleSoft (<https://hrapps.cadm.harvard.edu/psp/psftprd/?cmd=login&languageCd=ENG>) once you have your HUID and HarvardKey. **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>. 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.

***HMS Security and Emergency Preparedness Website**

<http://hms.harvard.edu/about-hms/security-emergency-preparedness>

***HMS/HSDM Emergency guide (Fire/Smoke/Explosion, Hazardous Materials etc.):**

<http://hlc.harvard.edu/wp-content/uploads/sites/31/2014/04/HMSHSDM-Emergency-Guide.pdf>

***HMS Operations: security and campus safety:** <http://hms.harvard.edu/departments/campus-planning-and-facilities/security-and-campus-safety>

***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

[\(http://www.hupd.harvard.edu/\)](http://www.hupd.harvard.edu/)

***HUPD Active Shooter Safety Guidelines**

<http://www.hupd.harvard.edu/active-shooter-safety-guidelines>

***Harvard's Enterprise Security Policy:** protection of High Risk Information

<http://security.harvard.edu/enterprise-security-policy>

***Longwood Green Labs:** tools and services for Green Labs at HMS and SPH

<http://www.green.harvard.edu/programs/green-labs>

***MessageMe:** text message system for extreme emergencies. Register today!

<http://messageme.harvard.edu/>

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://hr.harvard.edu/>. **Note:** HARVie has many resources available to new employees which can be found here: <http://hr.harvard.edu/new-employees>.