

Arrival Checklist for Annual Appointees

As a new annual appointee at the Harvard T.H. Chan School of Public Health, you will be asked to process a lot of information from many sources. This checklist serves as a general guide to all of the tasks that may need to be completed to help you get off to a successful start.

Your appointing department/division administrator may have more specific instructions which you should follow. Some items on this list will not apply to everyone.

Work Related Tasks:

___ Contact your department administrator to make sure all the proper forms have been completed and submitted so that you can start your appointment in a timely manner. For example, if you will be a paid appointee, you will need to complete an I-9 form as part of your appointment process.

___ If you are an *international appointee*, you must register with the Harvard International Office: (p) 617-495-2789. Please review their checklist closely: <http://www.hio.harvard.edu/scholar-guide>. Among other things, there are instructions about important topics such as obtaining a social security number.

___ If you are an *international appointee*, and are paid by Harvard, please look for an email invitation to GLACIER from support@online-tax.net. GLACIER is Harvard University's online tax compliance system that specializes in tax issues for foreign nationals. Here is some information that might be helpful when completing your GLACIER record: <http://oc.finance.harvard.edu/how-to/GLACIER>.

___ Check with the Harvard Tax Office to find out about your tax liabilities and possible tax treaty implications if you are a non-US citizen/permanent resident. Harvard Tax Office: (p) 617-496-5224.

___ All new appointees should look into registering for an upcoming Research Fellow/Associate Orientation upon their arrival at the Harvard Chan School. More information on upcoming Harvard Chan School Orientation Sessions can be found here: <http://www.hsph.harvard.edu/faculty-affairs/postdoctoral-research-fellows/postdoc-workshops-and-courses/>

___ IMPORTANT: You are required to sign up for benefits within 30 days of your start date. If you do not receive a Benefits Package at your home mailing address within two weeks of your start date, call the Benefits Services Group at 617-496-4001. If you are unable to attend orientation, you are strongly encouraged to watch the following video for a detailed overview of your benefits: The Benefits of Working at Harvard: <https://www.youtube.com/watch?v=QXzM0OHZp4Y&list=PL>

___ You may need to pick up an ID application from the Longwood Area ID Office which is located in SPH-3 (Kresge Building), room 119, and is open Monday through Friday, 8:00 am – 4:00 pm. Your department administrator may also give you an application as part of your onboarding process. PLEASE NOTE: You may be issued a temporary ID prior to completing the required trainings. Once your trainings are complete, you can return to the ID office and be issued a permanent ID.

___ After you are issued your ID card, please check with your administrator to ensure that you are able to have swipe access to all areas that you need.

___ Confirm your email account has been activated. Please check with your department administrator or contact the IT Department (617-432-HELP) to confirm your account has been created.

___ Claim your Harvard Key at <https://key.harvard.edu/> HarvardKey is Harvard University's unified online user credential, uniquely identifying you to Harvard IT applications and services to grant you access to the resources you use every day.

___ Familiarize yourself with Peoplesoft to view your past or present paychecks, enter or change your direct deposit, home address, or W4 information. Sign onto Peoplesoft with your Harvard KEY from the "HARVie" employee intranet site <http://hr.harvard.edu> followed by clicking on "Peoplesoft" in the upper right hand corner of the screen.

___ Please visit the following link to view Harvard's Title IX policies and procedures: <http://www.hsph.harvard.edu/faculty-affairs/annual-appointments/guidelines-for-annual-appointees/miscellaneous-policies/>. Every appointee at Harvard Chan School is required to take Title IX training. You will receive an email following the start of your appointment with training login instructions. Please remember that completing this training is mandatory and that your appointment cannot be renewed until this training is complete.

___ All paid appointees must complete a Participation Agreement as soon as possible after the start date of their appointment. The Office of Faculty Affairs will email each appointee within the first few weeks of his/her appointment regarding the Participation Agreement and how to complete it. If for any reason you do not receive this email, please read and sign the Participation Agreement by logging into the following portal using your Harvard ID number and KEY: <https://gmas.harvard.edu/gmas/participationagreement>.

___ All annual academic appointees whose FTE is 0.50 or greater are required to complete a Financial Conflict of Interest form each year. To complete this agreement, please visit: <fcoi.harvard.edu>.

Relocation Tasks:

___ Visit the [Harvard Real Estate Services](#) website to investigate housing that might be available to you as an affiliate of Harvard University. Another helpful housing related site offered from the HIO: <http://www.hio.harvard.edu/housing>

___ Sign up online for discounted Massachusetts MBTA Passes if you will be taking public transportation and are benefits eligible for this discount. For more information, please visit: <http://www.commuterchoice.harvard.edu>

___ Set up a bank account. If you are an international appointee, a good place to start an account is through the Harvard Employee's Credit Union. There you may easily obtain a credit card. Telephone 617/495-4460

___ Familiarize yourself with the shuttle schedules by visiting <http://www.MASCO.org>.

___ If a Massachusetts Driver's License is needed, visit: www.mass.gov/rmv for more information.

___ For occasional car use, there is a car sharing organization called Zipcar. For more information about membership go to: www.zipcar.com

Settling in to your new Research Program

___ Prior to beginning your appointment, it is important to have a preliminary discussion with your future PI/Mentor. Here is a list of possible questions to ask prior to the beginning of your appointment:

- What are the 5 most important articles that have been published by this research group recently?
- Is there someone who is currently in the lab that I will be working closely with? May I contact this person prior to my start date?
- Are there specific software and/or lab techniques that I will need to be familiar to complete the research that I will be focused on? Is there formal training available for these applications? If not, who in the lab is the best person to ask if I have any questions? Is there software that I need to learn to order supplies?
- What are the expectations regarding the work week (hours expected, times that buildings can be accessed, etc.)?

For Postdoctoral Research Fellows Only

Please read the School's statement of responsibilities of postdoctoral fellows and their faculty supervisors: <https://www.hsph.harvard.edu/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines-2/responsibilities-of-postdoctoral-fellows-and-faculty-supervisors/>

This statement outlines the expectations of both the postdoc and his/her mentor and is designed to provide assistance in structuring the postdoc-mentor relationship.

Within the first month that your appointment has officially started, you will receive an email from the Office of Faculty Affairs with instructions regarding the postdoctoral evaluation process. The goals of this process are to clarify postdocs' scientific and professional goals and to ensure that they receive feedback on their progress on an annual basis. A description of the process is available online at: <https://www.hsph.harvard.edu/faculty-affairs/postdoctoral-research-fellows/postdoc-review/>

Here are the steps in the Postdoctoral Evaluation Process:

1. Complete your career development plan within the first 30 days of starting your appointment. This plan outlines your goals for the current year: <https://hsph.me/postdoccareerdevplan>
2. Discuss the plan with your faculty mentor/supervisor.
3. Return your completed plan to Mollie-Anne Maxfield at the Office of Faculty Affairs at mmaxfiel@hsph.harvard.edu
4. In the spring, the Office of Faculty Affairs will send you an annual postdoctoral fellow evaluation form to complete. This form is meant to assess your progress in achieving your career development goals. In addition, your faculty mentor/supervisor will be asked to complete a brief section of the form, and to review and discuss both forms with you.