**20 University Road – Cambridge – MA – 02138**

New Employee Guide

Harvard John A. Paulson School of Engineering and Applied Sciences

08

**Fall**

**Welcome!**

Welcome to the Harvard John A. Paulson School of Engineering and Applied Sciences!

The enclosed information is designed to serve as an introduction to the SEAS and provides highlighted resources that will help you make a smooth transition into your new role.

Human Resources is here to support your transition, so please know that you can call on any of us to assist you. Welcome!

Sincerely,

Tomye Little

SEAS HR Coordinator

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To suggest changes to this guide, please contact the HR Coordinator at (617) 384-7828.

# About SEAS

## Mission

Through teaching and collaborative research, SEAS discovers, designs and creates novel technologies and approaches to societal challenges—in service to the world, the nation, and our community. We bridge disciplines, both within engineering and the applied sciences and beyond, to prepare broadly trained leaders, to advance foundational science, and to achieve translational impact.

## Vision Statement

In 10 years, SEAS will…

* Have a global reputation as top engineering program
* Be a *hub with buzz* –
	+ draw students, faculty from across Harvard
	+ engage the community, industry
* Have new, re-invented, better space in Allston and Cambridge
* Be more diverse (faculty, staff, students)
* Host more high-impact industry partnerships, translational research
* Have a critical mass of faculty
* Be a model for cross-university collaboration
* Play a greater role in Gen Ed
* Be an engaged citizen within our communities

## Values

* Respect for all
* Nimbleness, agility
* Serve the greater good
* Institutional citizenship
* Safe to express ideas
* Creativity in pedagogy, research, operations
* Welcoming to individuals from diverse backgrounds, perspectives

## Quick Facts

* We were founded in 1847 (as Lawrence Scientific School)
* Our current Dean is Francis J. Doyle III
* We have seven undergraduate concentration areas (Applied Mathematics, Applied Physics, Bioengineering, Computer Science, Electrical Engineering, Environmental Science and Engineering, and Materials Science and Mechanical Engineering)
* We offer a Bachelor of Science, Bachelor of Arts, Master of Science, Master of Engineering, Master of Design Engineering, and Doctor of Philosophy
* We have over 145 participating faculty members (ladder and non-ladder), a number of whom have joint appointments.
* Our faculty have research interests in a wide range of areas.
* Our faculty have won awards including Harvard College Professorships, the MacArthur Award, the Guggenheim Fellowship, the Nobel Prize, and more.
* We have 1,013 undergraduate students and 524 graduate students *(as of Fall 2017)*.
* Our campus is located on the main Harvard University campus just north of historic Harvard Yard.
* We are situated among the buildings housing the University's Biology, Chemistry, Earth and Planetary Sciences, Mathematics, and Physics departments.
* We have nearly 410,000 square feet of interconnected labs, classrooms, clusters, and offices.
* We have over 7,000 affiliated graduates.

## Location

The academic SEAS buildings are located north of Harvard Square on the University campus on Oxford Street, and include:

* **Gordon McKay Laboratory of Applied** Science (9 Oxford Street)
* **Cruft Laboratory** (19A Oxford Street)
* **Pierce Hall** (29 Oxford Street)
* **Maxwell Dworkin** (33 Oxford Street)
* **Engineering Sciences Lab** (58 Oxford Street)
* **60 Oxford Street**
* **The Laboratory for Integrated Science and Engineering** (11 Oxford Street)
* **Northwest Building** (52 Oxford Street)

Administrative offices (including Accounting, Communications, Financial Operations, Financial Planning and Analysis, and HR) are located across Harvard Square at:

* **20 University Road, 6th floor**

# Getting Started

## Claiming Your HarvardKey

HarvardKey is the University’s login credential for the online applications and services you’ll use every day, including PeopleSoft and HARVie. To claim your HarvardKey, visit <https://key.harvard.edu/> and follow the instructions for setting up a new account. Please note you’ll need to provide your HUID, last name, email address, and date of birth to claim your key.

## Harvard University Identification Card (HUID)

Your Harvard University ID (HUID) number and your ID card are your keys to getting started with email, voicemail, your HarvardKey login, and online access to PeopleSoft and other HarvardKey-protected tools for employees. With your HUID you will have access to many services and perks that come with your employment at Harvard.

**Getting your ID Card**

To get your Harvard University ID number, you will need to complete all of the required paperwork for new employees. Once your paperwork has been processed, you will be assigned a Harvard University ID number (HR will send it to you) and can obtain your ID card at the location below. You must bring a government-issued photo ID in order to receive your HUID. Examples of accepted ID are:

* Passport
* Driver's license
* State issued ID card
* US Military ID card
* Green card
* Naturalization certificate

All identifications need to include full name, date of birth, a photo, and an expiration date in the future. This validation is a Harvard University security requirement. You will not be able to pick up your ID card without this documentation.

**Harvard Campus Services – ID Card Services**

**807 Smith Campus Center**

**1350 Massachusetts Avenue**

**(617) 496-7827**

**id\_services@harvard.edu**

**Open: Monday – Friday 8 am-5 pm**

## New Employee Orientation

**Harvard New Employee Orientation**

New Employee Orientation sessions for all Harvard University employees are held most Mondays in Cambridge. Sessions run from 9:00 am – 12:00 pm.

For specific dates and times for the next upcoming orientation, please visit: <https://hr.harvard.edu/new-employees>

The HR Coordinator will schedule this orientation on behalf of new employees.

You will receive a confirmation with the date and time of your orientation session. If you have questions, please contact CWD at (617) 495-4895.

**SEAS Orientation**

SEAS offers orientation sessions for new and transfer employees that provide SEAS-specific information. The HR Coordinator will schedule a time to attend the SEAS Orientation. For your reference, you may also download the orientation slides here: <https://www.seas.harvard.edu/human-resources/new-employee-orientation>

## Building Access and Keys

Your ID card should already be programmed for all necessary access on your first day. If you find you require additional access, please email facilities@seas.harvard.edu. Your manager will provide you with all necessary keys upon your arrival.

## Email

Once your new employee paperwork has been submitted and processed, you will need to claim your HarvardKey (see page 6) before you can apply for a SEAS email address. Once you have your HarvardKey, head to: <http://apply.seas.harvard.edu> to apply for your Office 365 email address.

Outlook 365 is the primary email provider for SEAS and will be installed on your computer by IT. If you have any questions regarding your email address or issues using Outlook 365, please contact ithelp@harvard.edu.

**Online Email Access**

To access your email via the web, please visit: <http://mso.harvard.edu>, choose login type Office 365 for Harvard, and click on the link to O365 Outlook Web App.

## HARVie

Harvard Intranet for Employees (HARVie) is designed to provide Harvard’s 18,000+ employees and staff with up-to-date human resource information, access to key enterprise systems, resources for managing staff at Harvard and other information and tools to help employees to do their jobs as well as balancing work/life responsibilities.

You can gain access to the HARVie website by using your HarvardKey. HARVie link: <http://hr.harvard.edu/>

You will be able to access PeopleSoft, benefits information, Harvard University policies, union contracts, etc., as well as information regarding discounts for entertainment and services available to Harvard University employees through Harvard Outings and Innings.

## PeopleSoft

PeopleSoft is Harvard’s HR management tool. You will use it to elect your benefits, report time and absences, view your compensation information, and update personal information.

To access PeopleSoft, go to [hr.harvard.edu](http://harvie.harvard.edu/), and click on PeopleSoft at the top right of the page.

To learn about using PeopleSoft Self Service tools, please visit: <http://www.trainingportal.harvard.edu>. If you have any questions, please contact SEAS HR.

## Benefits

To participate in Harvard’s benefits, you must be employed on a regular University payroll in an eligible employee class *and* work at least 17.5 hours per week *or* earn a base annual rate of at least $15,000.

Benefits-eligible employees have **30 days from the date of their** **hire** to enroll in medical, dental, vision, life, and disability coverage. Once you enroll online via PeopleSoft, you will receive an enrollment guide in your new employee packet that will be mailed to your home address. Please make sure to review the packet carefully, as it includes important information regarding all of your benefit choices.

**There are only two ways to enroll in benefits after the 30-day window closes:**

* There is an annual open enrollment period in November, during which you can elect or change benefits. You will receive detailed information several weeks prior to the annual open enrollment explaining your options and any benefit changes for the coming year. Changes made during open enrollment take effect January 1 of the following year.
* Under IRS regulations, there are certain events in family or employment status that permit you to make changes to your benefit choices during the year. You have 30 days from the date of the event to make any changes and the changes must be consistent with the event. If you experience one of the events that permit you to make changes, call Benefits as soon as possible at (617) 496-4001 in order to make changes within the 30-day window. Additional information can be found at <http://www.hr.harvard.edu/life-events>.

**To contact the Benefits Office:**

114 Mt. Auburn Street, 4th floor

(617) 496-4001

benefits@harvard.edu

Walk-in hours are Monday – Thursday, 11:00 am – 4:00 pm

You may call the office Monday, Tuesday, Thursday and Friday, 9:00 am – 5:00 pm, and Wednesday, 10:00 am – 5:00 pm.

Further information regarding the benefits for which you are eligible will be available during the Harvard New Employee Orientation (see page 7), and can be also be found at <http://www.hr.harvard.edu/health-welfare-benefits>.

## Emergencies

**Emergency Plan**

Harvard has a detailed Emergency Guide, which can be found online: <http://www.ehs.harvard.edu/node/7695>.

In the event of an evacuation, please proceed to the designated meeting areas listed below:

* Gordon McKay Labs – front lawn of Pierce Hall
* Pierce Hall – front lawn of Pierce Hall
* Maxwell Dworkin – front lawn of Pierce Hall
* Cruft Labs – back parking lot of Pierce Hall
* ESL – front lawn of Conant Hall
* 60 Oxford St. – front lawn Perkins Hall
* 20 University Road – paved area in front of building

**MessageMe**

MessageMe is a tool the University uses to instantly communicate with the Harvard community when there is an imminent and critical public safety issue. Registration is highly recommended; to do so, please visit: <https://messageme.harvard.edu>.

You can choose one or all of the methods below. Official Harvard phone numbers are automatically subscribed.

* Voice mail to the personal (non-Harvard) phone number of your choice
* Text message to your (personal or Harvard provided) cell phone
* E-mail to your non-Harvard e-mail account

## Getting Paid

Submitting hours

*Non-Exempt (HUTCW):* Hours need to be submitted in PeopleSoft for by 5:00 pm on Thursdays.

*Exempt:* Absences need to be reported in PeopleSoft for approval in a timely manner. Absences for the current month must be submitted before the end of the month. You will not be able to submit absences for a previous month. If you require assistance, please contact the HR Coordinator at (617) 384-7828.

*Students, LHTs and Temps:* Hours need to be recorded on paper timesheets and emailed to Bill Rasschaert at brasscha@seas.harvard.edu by noon every Thursday.

**Your Paycheck**

Most employees receive their paychecks on a bi-weekly basis. It may take a couple weeks before you receive your first paycheck, which may be a paper check. You will have the option to elect direct deposit through the self-service options in PeopleSoft by clicking on Self Service -> Payroll and Compensation -> Direct Deposit. Please be advised that any direct deposit changes may take up to three pay cycles to take effect.

If you have any questions about time reporting or your paycheck, please contact Rob Plosker in the Payroll office at rplosker@seas.harvard.edu or call (617) 495-0418.

## Phone

**Making a Call**

To make a call internally, dial the last 5 digits of the Harvard number. Ex: (6-1234)

To make a call externally, dial 9, 1, then the ten-digit phone number.

**Voicemail**

Voicemails are automatically sent to your email box, where they can be played at any time.

A more comprehensive overview of your phone, including rates, voicemail, and manuals is available under related resources at: <http://phone.harvard.edu/>

If you have any problems setting up your phone or voicemail, please contact IT at ithelp@harvard.edu.

## IT Support

Should you need IT support for computer, phone, or any other issues, please email ithelp@harvard.edu.

# Helpful Tips

## Office Supplies

W.B. Mason is the preferred vendor for all office supplies. Orders are made through the Harvard Marketplace (HCOM) website. If you or your manager determine that you will need access to HCOM, please contact Radha Suraj at rsuraj@seas.harvard.edu.

## RoomBook

RoomBook is the space management system used to reserve rooms for meetings, events, and classes, etc. within SEAS. To request access, please email rooms@seas.harvard.edu. Once access has been granted, you may start reserving space online via <https://roombook.fas.harvard.edu/VirtualEMS/Default.aspx>

## SEAS Staff Directory

The SEAS staff directory is located at <http://www.seas.harvard.edu/directory/browse>.

If you have any changes to your contact information, please send an email to directory@seas.harvard.edu.

For the University-wide staff directory, please visit: <http://www.harvard.edu/directories/>

A Harvard employee directory is also available through the HARVie website.

## SEAS Website

The SEAS website offers myriad resources including a staff directory, HR policies, news and events, and more. The website is located at: <https://www.seas.harvard.edu/>

## Green Team

If you would like to join the SEAS Green Team, please contact Adam Gillis at (617) 496-8544 or agillis@seas.harvard.edu. To learn more about Harvard’s commitment to sustainability, or enroll your office in the Green Office program, see the Office for Sustainability website: [www.green.harvard.edu](http://www.green.harvard.edu).

## Inclement Weather Policy

It is very unusual for Harvard to close in response to inclement weather; thus, in general, SEAS teaching and research activities will continue in these circumstances. For the latest information about the status of university operations during inclement weather, please contact the University Weather and Special Conditions line at (49) 6-NEWS (6397) or visit the Harvard homepage at [www.harvard.edu](http://www.harvard.edu). No information means business as usual.

When there is bad weather and SEAS is open, all staff members are expected to make every reasonable effort to be at work. When severe weather conditions make travel to work inadvisable or difficult (a concern for personal health or safety or responsibility for a child or other dependent, which, for example, may be complicated by school closings or elder-care placement problems), working remotely or submitting an absence request (personal or vacation) may be the most suitable course of action. In any case, your supervisor should be notified.

If you have any further questions about the inclement weather policies, please inquire with the Human Resources Office at (617) 384-7828.

# Odds and Ends

## Commuting

Commuter Choice

Harvard Commuter Choice offers a range of commute planning and transportation options and incentives to those who use modes of transportation other than passenger vehicles. One-on-one transportation consulting is available to help you explore your options if necessary.

For more information on commuting services, please visit: <http://www.transportation.harvard.edu/commuterchoice>

MBTA and Other Transit Passes

Harvard University offers a 50% subsidy on monthly bus, subway, commuter rail and commuter boat passes for benefits eligible employees. Harvard also offers pre-tax savings on the purchase of private transit passes and parking expenses related to commuting by MBTA or other public transit up to the IRS pre-tax limit of $255.

You can purchase your pass online and will only need to sign up once for automatic monthly renewal. Please note that you must sign up online at least one month in advance of the month for which you want the pass. Payment for all transit products is made through pre-tax payroll deduction, so you save even more on top of the Harvard rate.

Parking Services

Parking services sells annual parking permits for the academic year for the Cambridge and Allston campuses. Parking is limited, so there may be a wait list for some facilities. Preferred parking is available for low-emitting and fuel-efficient vehicles, and discounts are available for carpooling. Parking service information is available at the following website: <http://www.transportation.harvard.edu/parking>

Shuttle Service

The University Shuttle Service operates a fixed bus route service during the academic year (except for University recognized holidays and semester breaks) providing safe, convenient and reliable transportation throughout the Cambridge and Allston campuses.

For more information on the Harvard University Shuttle Service, please visit: <http://www.transportation.harvard.edu/shuttle-van-services>

Blue Bikes

Harvard supports 12 Blue Bikes stations on its campus, and offers its affiliates a discounted Blue Bikes Annual Membership. For more information, visit <http://member.bluebikes.com/group/harvard-employees>

* Password: HARVARD
* Use harvard.edu email address
* When you sign up for a membership Blue Bikes will send a bike key to your home address.

## Dining Options

In the Square

SEAS is within a 10-minute walk to Harvard Square where there are numerous dining options from which to choose. To see a comprehensive list of restaurants in the Square:

<http://www.harvardsquare.com/restaurants.aspx>

On Campus

While proximity to the Square is a great perk of working at SEAS, there are also many great dining options located on campus as well. Harvard Dining Services has a website where you can find a map detailing all the locations across campus, as well as see what is on the menu.

<http://dining.harvard.edu/campus-dining/cafes/locations>

The closest on-campus dining locations to the Oxford Street buildings are:

Bauer Café

Northwest Building Café

Clover at the Science Center

Harkness Café at the Law School (<http://go.compass-usa.com/hls/content/home.asp>)

## Campus Tours

If you are new to Harvard, a campus tour is an excellent way to introduce yourself to the institution, its history, and the many different areas of campus. You can sign up for an official tour led by Harvard students (during the school year only) at: <http://www.harvard.edu/visitors/tours>

## Discounts

A wide range of discounts on products and entertainment can be found online at:

<https://outingsandinnings.harvard.edu/online/default.asp>

# Human Resources

## Human Resources Office

Harvard offers a wide range of problem-solving services to help you deal with a variety of workplace situations, including questions about training, benefits, compensation, workplace issues and career development. Most workplace issues can be addressed by working with your manager and/or HR office. Union employees may also seek advice from their union representative. For more information, visit <http://www.seas.harvard.edu/human-resources>

**Tomye Little, HR Assistant**

Phone: (617) 384-7828

Email: tlittle@seas.harvard.edu

**Questions or concerns for HUCTW:**

Peter Berry, Emily Hankle

Phone: (617) 661-8289

Email: Peter.Berry@huctw.org

 Emily.Hankle@huctw.org

**Annmarie Allen, Assistant Dean for HR**

Phone: (617) 495-4586

Email: aallen@seas.harvard.edu

**Marybeth Wilcox, Assistant Director of HR**

Phone: (617) 495-2908

Email: mwilcox@seas.harvard.edu

**Heidi Shea, HR Consultant**

Phone: (617) 496-8445

Email: hshea@seas.harvard.edu

## University Ombudsman Office

The University Ombudsman Office provides all members of the Harvard community with a neutral and confidential place to explore options for solving workplace or academic problems that may not be able to be resolved using normal channels. She can help evaluate the issues and develop resolution, does not advocate for any individual or group, and keeps no notes or individual records.

The ombudsman can help with conflicts with a colleague or manager, managing difficult staff, inappropriate or disrespectful behavior, performance management, grievance and complaint procedures, and resources available to Harvard faculty and staff.

Lydia Cummings, University Ombudsman

University Ombudsman Office

1350 Massachusetts Avenue, Holyoke Center 748

Cambridge, MA

Email: university\_ombudsman@harvard.edu

Phone: (617) 495-7748

## Employee Assistance Program (EAP)

The professionals at Harvard's Employee Assistance Program provide free and confidential short-term counseling, resources, consultation, and referrals to all faculty, staff and their household members for emotional and work-life balance issues. You can reach the EAP 24 hours a day, seven days a week for personal or work-related concerns about yourself, family, friends or coworkers. Please call: (877) 327-4278.

**TYPES OF SERVICES OFFERED**

**Stress Reduction** Assessment of stress, burnout and mental health issues

**Crisis Counseling** Immediate intervention

including suicide and violence prevention

**Short-term Counseling** Problem solving for

all types of issues

**Career Assessment** Interest testing and career exploration services

**Child Care Resources** Research and referral

for all types of child care needs

**Elder/Adult Care Resources** Research and referral to meet the needs of elders and other adults

**Legal Assistance** Legal consultation and/or referral for most legal issues

**Financial Consultation** Help with money

management for most financial concerns

**Nutrition Consultation** Telephone consultation with nutritionists and dieticians

**Work-life Resources** Research and referral to convenience services to help with balancing work and personal life