



Harvard John A. Paulson
School of Engineering
and Applied Sciences

New Employee Guidebook

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and Applied Sciences

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.

Warm Regards,

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About SEAS

Mission Statement

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.

SEAS Campus Locations

SEAS buildings are located north of Harvard Square on the University campus on Oxford Street, as well as across the river in Allston, and include:

- Gordon McKay Laboratory of Applied Science, 9 Oxford Street, Cambridge
- Cruft Laboratory, 19 Oxford Street, Cambridge
- Pierce Hall, 29 Oxford Street, Cambridge
- Maxwell Dworkin, 33 Oxford Street, Cambridge
- Engineering Sciences Lab, 58 Oxford Street, Cambridge
- The Laboratory for Integrated Science and Engineering, 11 Oxford Street, Cambridge
- Northwest Building, 52 Oxford Street, Cambridge
- Science and Engineering Complex, 150 Western Avenue, Allston
- Service Center and Facilities, 114 Western Avenue, Allston

Getting Started

Claim Your HarvardKey (New Harvard Employees)

For HarvardKey is the University's login credential for the online applications and services you'll use every day, including PeopleSoft and HARVie. Instructions for claiming your HarvardKey can be found in your onboarding email – you will need to provide your HUID, last name, personal email address and date of birth to claim your key. Additionally, you can manage your HarvardKey, recover your login name, or reset your password by visiting Harvard's [HarvardKey](#) page.

SEAS Email Address

If you are new to Harvard, you will be automatically assigned a SEAS email address when you claim your HarvardKey. If you are transferring internally, SEAS Human Resources will request a SEAS email address on your behalf. our SEAS email address will be associated with a Harvard Google account, giving you access to both Harvard Google Workspace services, such as Gmail, Google Drive, Google Groups and Microsoft 365 services including SharePoint, OneDrive, and Teams.

Get Your Harvard ID Card (New Harvard Employees)

On or after your first day, please coordinate with your supervisor regarding picking up your Harvard University ID. You can pick up your ID at the Smith Campus Center located at 1350 Massachusetts Avenue, Suite 807 (8th

Floor) in Cambridge. Please note that you will need to bring a government-issued ID in order to receive your Harvard ID card. Further instructions for being up your Harvard ID can be found on the [Obtain an ID Card](#) page through the Harvard Campus Service Center.

Access PeopleSoft

[PeopleSoft](#) is Harvard's HR management tool. You will use it to elect your benefits, update your taxes, report time and absences, view your compensation information, and update personal information. To learn about using PeopleSoft Self Service tools, please visit the [Harvard Training Portal](#). If you have any questions, please contact the SEAS HR Coordinator, Rowen Gray, at rgray@seas.harvard.edu.

Enroll in Benefits (New Harvard Employees)

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 through PeopleSoft, you will receive an enrollment guide that will be mailed to your home address. Please make sure to review the packet carefully, as it includes essential information regarding all of your benefit choices.

Important Note

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

- Annual Open Enrollment Period in November, during which you can elect or change your 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.
- Certain changes in family or employment status may permit you to make changes to your benefit choices during the year, outside of open enrollment. You have 30 days from the date of the life event to make any changes, and the changes must be consistent with the event. If you experience one of these events, please contact the Benefits Office to make the changes within the 30-day window. Additional information can be found on the Benefits Office website.

Attend Harvard New Employee Orientation (New Harvard Employees)

[Harvard's New Employee Orientation](#) introduces you to the structure and culture of the University, highlights the rewards and opportunities you will experience. New Employee Orientation sessions for all new Harvard University employees are held every other Monday from 9:30 am to 11:00 am. The HR Coordinator for SEAS will schedule your orientation and will include the date and time of your orientation in your onboarding email.

Attend SEAS New Employee Orientation (New and Transfer Employees)

All new and transfer employees will also attend a SEAS-specific orientation session, led by SEAS HR. The HR Coordinator will schedule your session for you and you will receive the date and time of your orientation in your onboarding email.

Payroll and Timekeeping

Getting Paid

Staff receive their paychecks on a bi-weekly basis. 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. Depending on when you are hired during the pay cycle, your first paycheck may be a couple of weeks after your start date and may be a paper check. If you have any questions about time reporting or your paycheck, please contact SEAS Payroll at payrollhelp@seas.harvard.edu.

Time Reporting (Non-Exempt Staff)

If you are a non-exempt employee, you are required to report your time in Peoplesoft each week in order to be paid. If you do not report your time, there is a potential risk of not being paid your full wages in a timely manner. To report your time, please go to: [PeopleSoft](#) > My Time and Absence. For more information about how to submit your time, please review [Peoplesoft: Reporting and Viewing Weekly Time](#). If you have any questions about time reporting, please contact the SEAS HR Coordinator, Rowen Gray, at rgray@seas.harvard.edu.

Absence Requests (Exempt and Non-Exempt Staff)

To submit an absence request, please go to: [PeopleSoft](#) > My Time and Absence> Request Absence. Prior to submitting an absence, it is recommended that you review your absence balances and ensure that you have enough accrued PTO. To review your absence balances, please go to: [PeopleSoft](#) > My Time and Absence> Absence Balances. If you have any questions about absence requests, please contact the SEAS HR Coordinator, Rowen Gray, at rgray@seas.harvard.edu.

Helpful Tips

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.

Using Your Phone

To make an internal call using an on-campus phone, dial the last 5 digits of the Harvard number. Ex: (6-1234). To make an external call using an on-campus phone, dial 9, 1, then the ten-digit phone number.

Accessing 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 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 HUIT at ithelp@harvard.edu.

MessageMe

MessageMe is Harvard University's emergency notification system. In the event of an emergency or significant disruption in operations, the University will use MessageMe to quickly distribute critical information to all active Harvard faculty, staff, students, and other community members who are likely to be on campus. Please note that your official contact information listed in PeopleSoft will automatically be enrolled for MessageMe alerts; however, you can choose to update your profile or change your notification method by visiting Harvard's [MessageMe](#) page.

SEAS Staff Directory

The SEAS staff directory is located online through the [SEAS Directory](#) page on the SEAS website. If you need to update your directory information, please contact directory@seas.harvard.edu.

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/>.

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

Commuting

Parking Services

[Parking Services](#) sells daily and 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. For more information, please visit the Harvard [Parking Services](#) page.

Commuter Choice

[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 Harvard's [Commuter Choice](#) page.

MBTA and Other Transit Passes

Harvard University offers a 50% subsidy on monthly bus, subway, commuter rail and commuter boat pass 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 through the [Commuter Choice](#) page and your pass will automatically renew each month. 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.

Shuttle Service

The Harvard Shuttle service is a complimentary transportation service that provides convenient and reliable transportation throughout the Cambridge and Allston campuses. For more information about the Harvard Shuttle, including shuttle schedules and routes, please visit the [Harvard Shuttle](#) page.

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>.

Odds and Ends

Dining Options

- **Off-Campus Dining:** SEAS campuses are located in both Cambridge and Allston and include a wide range of dining options. For a comprehensive list of dining options in Cambridge, please visit [Harvard Square Eat & Drink](#). If you are located in Allston, the SEC is a short walk from Barry's corner, which features several restaurants and Trader Joes.
- **Campus Dining:** In addition to great off-campus dining, Harvard University also has many great dining options located on campus as well – including the SEC Café, located on the first floor of the Science and Engineering Complex. For an overview of campus dining options and current menus, please visit [Harvard Dining Services](#).

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. If you are interested in taking a virtual tour, please visit Harvard's [Virtual Tour](#) page.

Discounts

As a Harvard employee, you have access to a wide range of discounts to culture and leisure activities. To explore current offerings, please visit Harvard's [Outings and Innings](#) page.

Employee Resources

SEAS 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 the SEAS Human Resources page.

Harvard's Office of Work/Life

Harvard's Office of Work/Life supports the health, wellbeing, and work/life of benefits-eligible staff, as well as their spouses/partners, and dependents. The office administers several programs with external providers and internal partners to deliver best practice work/life service across multiple domains. These include the Employee Assistance Program's mental health, stress, and burnout resources; legal, career, and other consultants; and more. To learn more, please visit Harvard's [Office of Work/Life](#) page.

Harvard Ombuds Office

The Harvard Ombuds 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. 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. For more information, please visit the [Harvard Ombuds Office](#) page.

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. To learn more, please visit Harvard's [Employee Assistance Program](#) page. Resources and services through the EAP include:

- 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.
- Childcare Resources - Research and referral for all types of childcare 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.