

Postdoc Resources

POSTDOC INFORMATION

Topic/Issue	Website	Contact
HSPH postdoc information	http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/postdoctoral-research-fellows/	Debbie Mattina, Faculty Affairs 617-432-1327
HSPH Postdoc Association		HSPH PDA Council pda@hsph.harvard.edu
Harvard university postdoc information	www.postdoc.harvard.edu/index.html	
National Postdoc Association	http://www.nationalpostdoc.org	

GETTING SETTLED

Topic/Issue	Website	Contact
ID cards		Longwood area ID office Kresge cafeteria University ID office 617-495-3322
Paycheck Issues (direct deposit, tax withholding, etc.)	PeopleSoft self-service http://harvie.harvard.edu/ (PIN-enabled)	Debbie Mattina 617-432-1327 dmattina@hsph.harvard.edu PeopleSoft Help Desk 617-496-2001
HSPH email and network	Department of Information Technology http://www.hsph.harvard.edu/administrative-offices/information-technology/	IT Help Desk 617-432-4357 helpdesk@hsph.harvard.edu

BENEFITS

Topic/Issue	Website	Contact
Benefits (chart that lists benefits for internal and external/stipendee postdocs)	http://postdoc.harvard.edu/pdf/postdoc_benefits.pdf	Debbie Mattina, Faculty Affairs 617-432-1327
Benefits (description and listing of benefits)	Harvie (PIN-enabled) http://harvie.harvard.edu/benefits/	University Benefits Office 617-496-4001
MBTA pass	http://www.commuterchoice.harvard.edu/	1-800-462-2235
Child care scholarships	Harvie (PIN-enabled) http://harvie.harvard.edu/workandlife/children/scholarship.shtml http://harvie.harvard.edu/workandlife/pdf/FacultyPostDoc-ScholarshipFAQ.pdf	Office of Work/Life Resources Holyoke Center, Suite 635 Cambridge Phone: 617-495-4100 email: worklife@harvard.edu
Longwood area child care centers	http://www.hsph.harvard.edu/women-in-science/ Click on "Work Life Balance", then "Child Care"	
Tax Deferred Accounts	Harvie (PIN-enabled) http://harvie.harvard.edu/benefits/retirement/tda.shtml	University Benefits Office 617-496-4001
Tuition Assistance Program (TAP)	Harvie (PIN-enabled) http://harvie.harvard.edu/learning/educationassistance/tapbooklet/	University Benefits Office 617-496-4001
HSPH Fitness Benefit	http://www.hsph.harvard.edu/hr/fitnessbenefit.html	HSPH Human Resources 617-432-1046
Outings and Innings	Harvie (PIN-enabled) http://harvie.harvard.edu/perks/	Outings and Innings 617-495-2828

HSPH and Harvard Policies

Topic/Issue	Website	Contact
Role of postdoc and faculty supervisor/mentor	http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines/role-of-postdoc-fellow-and-faculty-supervisor.html	Debbie Mattina, Faculty Affairs 617-432-1327
Conflicts of interest and commitment	http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines/conflicts-of-interest-and-commitment.html	Debbie Mattina, Faculty Affairs 617-432-1327
Ethical conduct of research/human subjects	http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines/ethics-in-research.html	Debbie Mattina, Faculty Affairs 617-432-1327
Use of HSPH name and shield	** pending **	Debbie Mattina, Faculty Affairs 617-432-1327
Use of Harvard name and shield	http://www.provost.harvard.edu/policies_guidelines/useofname.php	Office of the Provost
Travel and reimbursement policies	http://vpf-web.harvard.edu/ofs/travel/pdf/polmar0703.pdf	Your department administrator
Grievance policy	http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/postdoctoral-research-fellows/postdoc-guidelines/grievance-procedures-for-non-faculty-academic-appointees.html	Debbie Mattina, Faculty Affairs 617-432-1327

Harvard/HSPH Offices

Topic/Issue	Website	Contact
Harvard International Office (HIO)	http://www.hio.harvard.edu/	HIO Holyoke Center, Cambridge 617-495-2789
Harvard Medical School Office of Work and Family	http://www.hms.harvard.edu/hr/owf.html	164 Longwood Avenue, Room 106 617-432- 1615barbara_wolf@hms.harvard.edu
Office of Work Life Resources (Cambridge – child care scholarships)	Harvie (PIN-enabled) http://harvie.harvard.edu/workandlife/	Holyoke Center, Suite 635 Cambridge 617-495-4100 worklife@harvard.edu
Longwood Medical Area Ombuds Office	http://www.hms.harvard.edu/ombuds/	Ombuds Office 164 Longwood Ave. 617-432-4041
Harvard University Employees Credit Union	http://www.huecu.org/	Main phone number (Cambridge) 617 495-4460
Harvard Employee Assistance Program	Harvie (PIN-enabled) http://harvie.harvard.edu/workandlife/eap/index.shtml	The Wellness Corporation 1-877-327-4278
Countway Library	http://www.countway.harvard.edu/	
Harvard Neighbors	http://www.neighbors.harvard.edu/index.html	Harvard Neighbors Loeb House 17 Quincy Street, Cambridge 617-495-4313 neighbors@harvard.edu
Harvard Housing Office	Harvie (PIN-enabled) http://www.harvie.harvard.edu/benefits/discountsandservices/housing.shtml	