

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.

___ **IMPORTANT:** COVID Vaccine Policy All Harvard community members who have an on-campus presence must comply with the University's health and safety guidelines and protocols. Additionally, Harvard requires COVID vaccination verification for all Harvard employees by their start date. If you have only been partially vaccinated, you will be considered in compliance with the vaccination requirement if you submit proof of your partial vaccination and then submit proof of your subsequent vaccination in a timely manner. You may claim exemption from the vaccine requirement for medical or religious reasons. Note that unvaccinated individuals may be subject to additional public health measures (e.g., masking, testing) above and beyond what is required of vaccinated individuals. To submit your proof of vaccination or obtain more information about how to claim an exemption to this requirement, visit the University's "[Verify Your Vaccination](#)" webpage. For the most up to date information on COVID-19 policies, please visit the University's COVID-19 Information page, [Keep Harvard Healthy](#).

___ **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](#).

___ If you are an *international appointee*, you must register with the [Harvard International Office \(HIO\)](#): (p) 617-495-2789. Please review the [HIO checklist and new scholar guide](#) closely. 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 [additional information](#) that might be helpful when completing your GLACIER record.

___ 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 review information regarding orientation, as well as a presentation from the Harvard Benefits Office can be [viewed here](#). In addition, we encourage you to visit the Human Resource's [Special Resources for Postdoctoral Fellows](#) webpage, and both the Harvard Chan School's [Postdoc Benefits](#) and [New Postdocs: Getting Started at the Harvard Chan School](#) webpages.

___ Harvard ID card provides access to Harvard buildings, including the Harvard libraries, Harvard Housing Office, and Harvard museums; to discounted use of Harvard's athletic facilities; and to the Longwood-Cambridge shuttle. On the first day of your appointment, you should talk to your department administrator regarding how to obtain a Harvard ID card and can also visit the [Operations Office web page for ID cards](#). You can email ID Office (idooffice@hsph.harvard.edu) for assistance.

___ 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. **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.*

___ 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 [HarvardKey](#), you will need your eight-digit Harvard University ID (HUID), your last name, your date of birth, and a personal email address to use for account reminders. If you have any problems along the way, feel free to contact the HUIT Service Desk (ithelp@harvard.edu) or call 617-495-7777 for assistance.

___ Familiarize yourself with [PeopleSoft](#) to view your past or present paychecks, enter or change your direct deposit, home address, or W4 information. To sign into [PeopleSoft](#), go to the [HARVie](#) website (the University's employee intranet) and then click on the "PeopleSoft" button in the upper right corner.

___ The University-wide Sexual and Gender-Based Harassment Policy is available from the [Title XI Office](#), which is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements and the policy prohibits, among other things, sexual harassment including sexual assault, domestic violence, dating violence, and stalking. Given the dynamic nature of a university, these policies and resources may evolve and change over time. 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 the [University's Participation Agreement](#) at the start of your appointment. The Office of Faculty Affairs will also email each appointee within the first few weeks of your appointment to remind you to complete the agreement.

___ All annual academic appointees whose FTE is 0.50 or greater are required to complete a Financial Conflict of Interest form each year. With the acceptance of a non-faculty academic appointment at the Harvard Chan School, you are expected to be aware of your obligations under the School's current policy on conflicts of interest and commitment. For more information, please refer to the Harvard Chan School's policies and guidelines regarding [Financial Conflicts of Interest \(fCOI\) and Outside Activities & Interests Reporting \(OAIR\)](#).

Relocation Tasks:

___ Visit the [Harvard Real Estate Services](#) website to investigate housing that might be available to you as an affiliate of Harvard University. Finding accommodations in the Boston area can be difficult, please visit the [HIO housing website](#) for possible temporary accommodations.

___ If you will be taking public transportation and are benefits eligible for this discount, you can sign up for discounted Massachusetts Transit (MBTA) Passes, visit [CommuterChoice](#) for more information.

___ Familiarize yourself with the [MASCO shuttle schedules](#).

___ If a Massachusetts Driver's License is needed, visit the [Massachusetts RMV](#) for more information.

___ For occasional car use, there is a car sharing organization called [Zipcar](#).

___ **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

Settling into 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](#). This statement outlines the expectations of both the postdoc and his/her/their mentor. It is designed to provide assistance in structuring the postdoc-mentor relationship.

Steps in the [Initial Career Development Plan and Annual Review 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.

Year 1 – [Initial Career Development Plan](#)

- Within 30 days of arrival at Harvard Chan School, the Office of Faculty Affairs (OFA) will send all new postdocs an email message describing the career development and annual review process and links to the relevant forms ([initial career development plan](#)).
- Discuss the plan with your faculty mentor/PI.
- Return your completed plan to Mollie-Anne Maxfield (mmaxfiel@hsph.harvard.edu) within 30 days of receipt.

Year 2 (and subsequent years) – [Annual Progress Review](#)

- During the spring of each year, all postdocs who have been at Harvard Chan School for six months or longer will receive an email message from OFA reminding them of the annual review process and asking them to complete a postdoc annual progress review in [PeopleSoft](#) that encompasses their activities during the previous year, plans for activities in the next year, and feedback from their mentor. Postdoc mentors will also receive the message as their participation in the review process is needed.
- The postdoc will complete the review in PeopleSoft and share with their mentor.
- The mentor will then complete their section of the review and submit the form in Peoplesoft.
- The postdoc should meet with her/his mentor to discuss the completed review, as well as to solicit feedback and suggestions from the mentor.
- OFA will review the annual progress review, and file it in the postdoc's personnel file. If a form indicates that the postdoc is not meeting expectations in a number of areas, OFA will follow up as appropriate and provide additional support, if needed.