

Determining Prior Harvard Service for Hires

When hiring employees at Harvard, it is important to know if the person has prior Harvard service (aka an employee role) whether it was unpaid or paid. **We never want to create a new HUID number if one already exists in PeopleSoft.**

Below are ways to determine if the employee has prior Harvard experience which will inform what action reason you will use when processing the following transactions in Wasabi: New hire, Rehire, Additional Job, or Unpaid to Paid.

1. Ask the person if they have ever worked for Harvard or have an existing HUID number. Often, this information will be on their resume or CV.
2. Department Administrators/onboarding designees with access can perform a search in [Wasabi](#) under Lists -> Personnel -> PR/Employees or Lists -> Personnel -> Legacy Cambridge Employees.
3. Department Administrators/onboarding designees with access to the [QlikView HR Reporting](#) system can perform a search under University Workforce -> Actions -> Career Summary.
4. Department Administrators/onboarding designees with the Basic Manager role access in [MIDAS](#) can perform a search by Last Name and First Name or HUID (if on hand).

For questions related to hiring Faculty/Academic Appointments, contact [Faculty Affairs](#).

For questions related to hiring Staff, Weekly Temps-LHTs-Interns, or Graduate Students contact [Human Resources](#).