

Before You Start



This information is critical to your onboarding experience. Completing the topics covered within this section, will help ensure that your first day at Harvard Medical School is a productive experience. Please review all the materials and do not hesitate to reach out to your HR coordinator with any questions. For your HR coordinator's contact information, please refer to your offer letter.

EMPLOYMENT AUTHORIZATION (I-9)



The first step is to work with your HR coordinator to complete the I-9. **The hiring process cannot proceed until this document is completed.** Per the U.S. government I-9 documentation: *Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States.* Instructions for Employment Eligibility Verification may be found at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

Prior to your start date, you will receive a packet of payroll paperwork from your HR coordinator that will include items such as the I-9 Employment Eligibility form, a federal and state tax form, a direct deposit form and other any other documentation you will need to complete as part of the onboarding process. Please schedule a time to meet with your HR coordinator before your start date to ensure that the I-9 documentation is completed correctly and in a timely manner. This meeting is also a good time to return your other completed payroll documentation.



NEW EMPLOYEE ORIENTATION IN CAMBRIDGE

As a supplement to any online resources and the Harvard Longwood Campus Orientation and Networking Event (see below), Harvard provides an orientation that is open to all staff members. At orientation you will learn about Harvard's benefits, services and perks, along with the structure and culture of the University. Orientation is also a great opportunity to ask questions and meet other new employees. **You should attend a session within your first few weeks.**

Day and Time: New Employee Orientation sessions for all University employees are held three to four Mondays each month in Cambridge. Sessions run from 9:00 a.m. to 12:30 p.m. A continental breakfast is available at 8:45 a.m.

Place: Room 3318 at the Center for Workplace Development (CWD) located on the third floor of 124 Mt Auburn Street, close to Harvard Square. Walking and driving directions, as well as

more information, are available online at <http://hr.harvard.edu/university-new-employee-orientation>.

Registration is required: Please email your HR Coordinator to sign up for orientation.

Confirmation Notice: CWD will send an email to confirm the orientation date you've been registered for. While CWD will do everything it can to accommodate first choices, please understand that space is limited and spots fill up quickly.

Questions about the Cambridge orientation? Feel free to contact CWD at 617-495-4895 or training@harvard.edu with any other questions. Your HMS Human Resources Office is also available to answer questions.



HARVARD LONGWOOD CAMPUS (HLC) ORIENTATION AND NETWORKING EVENT

Make a note to register for the HLC Orientation and Networking Event that takes place on campus once a month from 9:30 a.m. to 12:00 p.m. Check in begins at 9:15 a.m., so please be sure to arrive early. This event will introduce you to some of the resources here on the HLC campus, discuss training and development opportunities, and encourage networking with fellow colleagues within the community. Snacks and beverages will be provided. **You will be able to register for the event in the Harvard Training Portal, which you will have access to after your first day.** For upcoming dates, locations, and the registration process, please go to <http://hlc.harvard.edu/home/new-employee-resources/>

FIRST DAY DETAILS

Please be sure to have a discussion with your supervisor/hiring manager/department administrator or your recruiter before your start date regarding the details of your first day. He or she will be able to speak with you regarding attire, start time and location, parking and/or bike cage information (if applicable), accepted practices for decorating workspace, and a first day schedule. **Make sure that your supervisor/hiring manager is aware of your Cambridge orientation and HLC Orientation and Networking Event date.** Please refer to your offer letter for information regarding your supervisor or hiring manager. If your scheduled start date changes from the one listed in your offer letter or if you have any questions about who you should speak with, please contact your HR coordinator immediately.

FIRST PAYCHECK

Most HMS administrative and support staff are paid on a biweekly schedule. For this year's calendar, please go to http://eureka.harvard.edu/reports/PS_Materials/2016_Bi-weekly_Paycheck_Calendar.pdf. It is color coded; the squares marked "\$" are the payday for the pay period of the same color.

PLANNING YOUR COMMUTE & TRANSPORTATION RESOURCES

Parking is very limited in the Longwood Medical and Academic area (LMA), and parking spaces are based on availability. Below, please find several resources to help you determine the best way to get here:

Public Transportation: <http://hms.harvard.edu/contact-us/maps-and-directions/public-transportation-longwood-campus>

Maps/Directions: <http://hms.harvard.edu/contact-us/maps-and-directions>

Parking: <http://hms.harvard.edu/departments/campus-planning-and-facilities/campus-operations/commuter-services-and-parking/parking>


Biking: <http://hms.harvard.edu/contact-us/maps-and-directions/biking-longwood-campus>

Landmark Center: The Landmark Center is at 401 Park Drive, on the corner of Brookline Avenue and Park Drive. Parking is available at the Landmark Center and other garages in the area, for more information click http://boston.lazparking.com/?np_lot=497.

- **Public Transportation to Landmark Via T:** Take the MBTA Riverside “D” Green Line trolley to the Fenway stop. Walk alongside the parking lot towards the main entrance of the Landmark Center facing Park Drive. For bus routes, please go online to www.mbta.com.
- **Driving From North via Route 93 South :** Route 93 south to Central Artery to exit 26B, Storrow Drive. Go Storrow Drive West, for approximately 2.0 miles. Take the exit for Kenmore Square/Fenway. This exit is a left exit off Storrow Drive. Keep to the left, Fenway, once on overpass bridge keep to the right, bear right going onto Boylston St. (Outbound), for .8 mile (5th set of traffic lights) to the intersection of Boylston St., Park Drive and Brookline Ave. The Landmark Center is on the right. Go right onto Brookline Ave., first left is Fullerton St. The Landmark Center parking garage is located on the left. **NOTE:** If you miss the left exit coming off Storrow Drive proceed straight ahead through both set of traffic lights up the ramp to Boylston St. (Outbound). Follow the above directions. An alternate route, after you have exited from Storrow Drive, (Kenmore/Fenway exit) is to go right at the first set of traffic lights onto Beacon St. Keep to the left, at the second set of traffic lights bear hard left onto Brookline Ave. to Fullerton St. (.4mile), the third street on the right. Go right at Fullerton St., the Landmark Center parking garage is located on the left.
- **From South :** Route 93 north via Southeast Expressway to exit 17-18 Berkley St. / Roxbury; go up exit ramp, stay in the left lane, to the second traffic light. Go left, traveling along the Melnea Cass Blvd. (1.5 miles) to Tremont St. Go left on Tremont St., the 2nd traffic light is Ruggles St. Go right on Ruggles St. (approximately 1.0 miles to LMC) cross Huntington Ave. (landmarks are Wentworth and Northeastern Universities) to Louis Prang St. At the next set of traffic lights (two sets close together) the road will bear to the left, follow the road and keep to the right; at the split bear right and then bear left, Park Drive. Once on Park Drive keep to the right. At the next set of traffic lights you will see the Landmark Center. At this traffic light bear to the right (2nd right) onto Brookline Ave. (a hard right is Boylston St.). The parking garage is located on Fullerton St., the first left on Brookline Ave.
- **From Mass Turnpike, East (Route 90) :** From the west, exit 15 east toward Boston to exit 18 Boston. Approximately 2 miles on the right is exit 22 Prudential Center. The Prudential Center exits onto Huntington Ave. (Route 9 West). Go straight on Huntington Ave. for 1.0 mile to Louis Prang St. (2nd right after the Museum of Fine Arts). At the next set of traffic lights (two sets close together) the road will bear to the left, follow the road and keep to the right, at the split bear right and then bear left, Park Drive. Once on Park Drive keep to the right. At the next set of traffic lights you will see The Landmark Center. At this traffic light bear to the right (2nd right) onto Brookline Ave. (a hard right is Boylston St.)

The parking garage is located on Fullerton St. the first left on Brookline Ave.

Medical Academic and Scientific Community Organization (MASCO) & Massachusetts Bay Transportation Authority (MBTA):

 MASCO is a nonprofit organization dedicated to enhancing Boston's LMA area for the benefit of those who live, work, study, or receive care in the area. CommuteWorks (<http://www.masco.org/directions/commuteworks>) is a benefit offered to members of MASCO institutions. CommuteWorks/MASCO offer resources such as those below. To learn more about the services and resources MASCO provides to the community visit <http://www.masco.org/>.

- Ride-matching: Carpools and Vanpools
- Pool Aide Parking Program and Emergency Ride Home Program
- Shuttles: M2 Cambridge/LMA, Ruggles Express, JFK/UMASS (Schedules and GPS tracking available on MASCO's website)
- Commute Fit Program
- Customized Commuting Information
- ZipCar discounts <http://www.zipcar.com/masco>



Massachusetts Bay

Transportation Authority

The MBTA provides easy and affordable means to reach the LMA. The following subways and buses have stations around the area:

Train/Subways: <http://www.masco.org/directions/rapid-transit>

Buses: <http://www.masco.org/directions/bus>

Car: <http://www.masco.org/directions/car>

Shuttle Services (MASCO): <http://www.masco.org/lma-shuttles/lma-shuttles>

Need further assistance commuting to the area?

Harvard's Commute Planning page offers suggested routes and services based on start and end destination addresses.

<http://www.transportation.harvard.edu/commuterchoice/commute-planning>

Parking Passes: You will not be able to get an official parking pass until you have your Harvard ID. For your first few days of work, if you are planning on getting a pass, it's possible to get temporary parking access with the approval of your department. Please work with your supervisor/hiring manager/department administrator on the details.

LMA Parking Lots

Calumet Street: Property Manager & Rental Manager Kunevich & Lau Real Estate

Office: (617) 487-4868

CityView at Longwood Apartments

75 St. Alphonsus Street, Boston, MA 02120

Office: (866) 915-1070

THE LONGWOOD MEDICAL AREA

The Longwood Medical Area (LMA), located near Fenway Park, is a flourishing community of students, administrative professionals and healthcare professionals. Consisting of the Harvard Longwood Campus (Harvard T.H. Chan School of Public Health, Harvard School of Dental Medicine and Harvard Medical School), the area also serves as home to several Harvard affiliated medical, academic and research facilities. Among these facilities are the Beth Israel Deaconess Medical Center, Boston Children's Hospital, Brigham and Women's Hospital, Dana-Farber Cancer Institute, Joslin Diabetes Center and the Wyss Institute for Biologically Inspired Engineering at Harvard University. The area also includes several restaurants, retail venues and museums. For an interactive map of Longwood that includes transportation, a complete list of places to eat, as well as places to stay, please view the area map found here <http://map.masco.org/> on MASCO's website. You can find an interactive map of HMS at http://campustour.hms.harvard.edu/#UMAP_2014022756162.

For a map of HMS and the Longwood area, click <http://hms.harvard.edu/contact-us/maps-and-directions/longwood-campus-maps>. For more information about the Longwood neighborhood, including attractions and things to do, please click <http://hms.harvard.edu/departments/admissions/neighborhood>.

HARVARD UNIVERSITY EMPLOYEES CREDIT UNION (HUECU)

Longwood Branch located in the Kresge Bldg.

The Harvard University Employees Credit Union (HUECU) offers financial services exclusively designed for the Harvard community – including the staff, students and alumni of Harvard University, Harvard teaching hospitals and other affiliated organizations. Products and services include Home Loans, Student Consolidation Loans, Credit Cards, Checking Accounts and financial guidance tools. As you transition into your new positions know that HUECU is a benefit available to you and dedicated to your financial well-being. Please visit HUECU.org for information.

Cafeterias and restaurants on the Harvard Longwood Campus

Elements Café

LOCATION: 1st floor of the NRB at 77 Avenue Louis Pasteur

HOURS: 7:30-11:30 Breakfast at Aliquots

11:30-2:00 Lunch

2:00-3:00 PM Snack

3:00-6:00 Coffee Bar at Aliquots (Closed on Fridays)

Courtyard Café

LOCATION: Located within the Warren Alpert Building

HOURS: 7:30-10:30 Breakfast

10:30-11:30 AM Snack

11:30-2:00 Lunch

2:00-3:00 PM Snack

Atrium Café

LOCATION: 2nd floor Atrium in TMEC

HOURS: Closed for summer

Sebastian's Café

LOCATION: HSPH Kresge Building, 677 Huntington Ave, Boston

HOURS: Monday-Thursday 7:00am-4:00pm

Friday 7:00am-3:00pm.

Closed weekends and holidays.

HMS campus cafeteria menus are linked from this page <http://hms.harvard.edu/departments/at-hms/resources/cafeteria-menus>.

Coffee Locations

Starbucks: 283 Longwood Avenue, Boston

Dunkin' Donuts: 1631 Tremont St (Huntington Ave.), Boston

Peet's Coffee: 625 Huntington Ave, Boston

Mike's Donuts: 1524 Tremont St, Boston

J.P. Licks: 1618 Tremont St., Boston

Green T Coffee Shop: 754 Huntington Ave, Boston

Click http://www.yelp.com/search?find_desc=restaurants+longwood+medical+area&find_loc=Boston,+MA for more restaurants and coffee locations in Longwood.

RENTAL RESOURCES

If you are looking for rentals around the Boston area, visit **The Off-Campus Housing Service for the Harvard Community**. Per the website, Harvard University Housing has engaged Off Campus Partners to create an apartment rental listing site for Harvard University Affiliates. View maps, photos, and more. You are invited to post a listing for a small fee or search the site for free. There is also a free roommate matching section. Visit

<https://www.harvardhousingoffcampus.com> for more information.

WANT TO SEE AND LEARN MORE ABOUT HARVARD UNIVERSITY?

https://www.youtube.com/watch?feature=player_embedded&v=C5pKtnmHTxg