



hms | hsdm

office for postdoctoral fellows

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Getting Started

Upon Arrival

___ Meet with your department administrator to make sure all the proper forms have been completed and submitted so that you can start your postdoctoral position at HMS/HSDM right away.

___ International postdocs must register with the Harvard International Office (HIO) in person call 617/495-2789 to make an appointment. Review their checklist closely and read the instructions on obtaining a social security number (SSN). <http://www.hio.harvard.edu/>

___ Check with the Tax Office to find out about your tax liabilities if you are a non-US citizen/permanent resident. Telephone 617/495-8500. <http://oc.finance.harvard.edu/services/taxes>

Harvard ID & Required Training

___ Go to the Harvard School of Public Health, Kresge Building 103A from Monday-Friday 10am-3pm and to pick up an ID Application. Your PI/Lab Manager you will help you complete the Risk Assessment Form. Environmental Health and Safety (EH&S): visit <http://www.ehs.harvard.edu/>; Office of Research Subject Protection (ORSP): email iacuc@hms.harvard.edu

___ Once EH&S training is complete, return to the ID Office and have your photo taken for your Harvard ID and receive a temporary ID. Your ID will be mailed to your work address usually within a couple of days.

Email, HarvardKey, and eCommons

___ Confirm your email account has been activated. As part of the appointment process, an email account will be automatically generated for you with the typical naming convention of "Firstname_Lastname@hms.harvard.edu". Please check with your department administrator or contact the IT Department to confirm your account has been created.

___ Claim your HarvardKey at: <https://key.harvard.edu/> HarvardKey is Harvard University's unified online user credential, uniquely identifying you to Harvard IT applications and services to grant you access to the resources you use every day.

___ Get an eCommons Password at <http://ecommons.med.harvard.edu>. eCommons is the Harvard Medical School Intranet and can be used to access information and resources specific to HMS.

___ Log into your eCommons account and update you personal information to include your current email address- this information must be correct to be added to the Postdoc Listserv.

___ Make sure that all of your contact information in the Harvard Medical School White pages is correct. <http://hms.harvard.edu/faculty-search>

HARVie and PeopleSoft

___ Familiarize yourself with PeopleSoft to elect/update benefits, view your paystubs, enter/change your direct deposit, home address, or W4 information. Sign onto PeopleSoft with your Harvard PIN from the "HARVie" employee intranet site: <http://harvie.harvard.edu> followed by clicking on "PeopleSoft".

___ Set up direct deposit online in Peoplesoft. Human Resources/Payroll may be reached at 617/432-2035 with any questions you may have.