

Note: check boxes are for important items or things you need to do.

### ID & PIN & Communications

Pick up ID card from Holyoke Center, Rm 807 (617-496-7827)  
it takes 5-10 days after your start date  
contact **Angela Healy** w/questions

Key Request - <http://www.key.harvard.edu>  
An email will send you the Key – follow instructions  
Key/PIN HELP - 617-496-9001

MBTA Pass Program – ask **Alexis Loving**

RIH Tel. Listing  
<http://www.rowland.harvard.edu/directory/index>  
ask **Scott Bevis** for your telephone extension number

<http://www.campuservicecenter.harvard.edu/services/id-cards/frequently-asked-questions> - scroll to end  
download ID picture and pass to **Linda Stern** →

New Hire Information Sheet (from security) →

Research Participation Agreement  
Sign online – ask **Angela Healy** →

Register with Message Me <http://messageme.harvard.edu>  
(university wide emergency system) →

Ask **Alan Stern** for a RIH email account  
all internal RIH emails will be sent to your RIH email address

Verify your directory listing  
[www.fas.harvard.edu/directory](http://www.fas.harvard.edu/directory)

### SAFETY

contact **Diane Schaak** and/or **Mike Burns** w/questions

<http://www.ehs.harvard.edu/training>  
Lab Safety Training  
Ensure PI adds you to safety training database roster →

General sheet attached  
Go through with PI/**Diane Schaak**,  
sign & pass to **Angela Healy** →

Register with Message Me <http://messageme.harvard.edu>  
(university wide emergency system)

get on lab coat list with **Alexis Loving** →

If you move or change contact numbers, please let Angela know. This is important for safety reasons but also for official notification purposes e.g. your W-2.

### PAYROLL & BENEFITS

contact **Angela Healy** w/questions

You will receive health benefits information shortly after your start date. You must return your application within 30 days.  
The premium will be deducted monthly and is pre-tax.

Payroll Hotline 617-495-3001

To sign up for direct deposit of your payroll to your bank account

<http://hr.harvard.edu>

1. Access the HR website:
2. Use your Harvard ID and pin to access
3. Click on the "PeopleSoft Access" link in the top right corner
4. Use your Harvard ID and pin to access PS
5. View your check at the following path:  
Self Service > Payroll & Compensation > Direct Deposit

To view your online paystub:

<http://hr.harvard.edu>

same as above....

5. View your check at the following path:  
Self Service > Payroll & Compensation > View Paycheck

You are eligible to enroll in a Tax Deferred Annuity Program (TDA). Contact....

Benefits Office 617-496-4001

<http://hr.harvard.edu/humanresources/benefits-department>

Subsidized T-Pass Program

- ask **Alexis Loving** Ext. 2640

<http://www.commuterchoice.harvard.edu>

### POSTDOCTORAL FELLOWS

#### FAS Office of Postdoctoral Affairs

16 Divinity Avenue, Biological Laboratories,

Room 1010

Cambridge, MA 02138

Ph: (617) 495-5517

Fax: (617) 495-2459

<http://www.postdoc.harvard.edu/>

- Stephen Kargere, Director,  
[kargere@fas.harvard.edu](mailto:kargere@fas.harvard.edu)

do new postdoc. orientation

as of November 2016 – any suggestions/corrections to Angela Healy. thanks!

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## **PURCHASING**

contact **Amy Zou, Alexis Loving or Angela Healy** w/questions

Sales Tax Exempt Cert. (ST-2)  
[http://able.harvard.edu/forms/able\\_forms.shtml](http://able.harvard.edu/forms/able_forms.shtml)  
Scroll down to "Sales Tax Exemption Certificate"  
Tell store clerk prior to checkout

Use "Preferred Vendors" when possible & always mention you are part of Harvard for discount  
[http://vpf-web.harvard.edu/ofs/procurement/ven\\_par.shtml](http://vpf-web.harvard.edu/ofs/procurement/ven_par.shtml)  
new vendor set-up – ask **Amy Zou**

HCOM – you will need to do training to complete ROPPA training in <https://trainingportal.harvard.edu> and pass the Certificate to Angela and then hands-on training w/ **Amy Zou**  
<http://vpf-web.harvard.edu/applications/>

P-Card University Credit Card  
(not for travel & Harvard pays automatically)  
ask **Amy Zou** for application  
[http://www.travel.harvard.edu/cgi-bin/travel/policies\\_procedures.php](http://www.travel.harvard.edu/cgi-bin/travel/policies_procedures.php)  
(under payment options)

All packing slips & receipts to **Amy Zou**

**Angela Healy**/your PI will explain the library system

your lab code: 370-33070-xxxx-524000-

## **COMPUTING RELATED**

contact **Alan Stern** with questions/issues

HUIT HELP DESK  
<http://huit.harvard.edu>  
617-495-9000  
[ithelp@harvard.edu](mailto:ithelp@harvard.edu)  
Science Center B-14

Support for high performance technical: computing and sciences research computing  
[rc.fas.harvard.edu](http://rc.fas.harvard.edu)  
Tel: 617-299-9724

Computer ordering and setup:  
[ITrefresh@fas.harvard.edu](mailto:ITrefresh@fas.harvard.edu)  
Licensed Software: [downloads@fas.harvard.edu](mailto:downloads@fas.harvard.edu)  
Personal and Departmental hardware & software purchases:  
[www.computers.harvard.edu](http://www.computers.harvard.edu)  
all packing slips & receipts to **Amy Zou**

Information Security & Privacy:  
[Security.harvard.edu](http://Security.harvard.edu)

Secure Remote Access:  
[vpn.fas.harvard.edu](http://vpn.fas.harvard.edu)

Computer Recycling:  
Speak with **Scott Bevis**, Building Manager

Web site and web page related:  
Speak with **Linda Stern, Staff Scientist**

## **TRAVEL & REIMBURSEMENT**

contact **Amy Zou or Angela Healy** w/questions

Harvard Travel Office site  
<http://www.travel.harvard.edu>

Travel & Entertainment Credit Card  
- application on-line  
- different from P-Card  
- used for travel  
- is your responsibility to make sure it's paid on time  
[http://www.travel.harvard.edu/cgi-bin/travel/policies\\_procedures.php](http://www.travel.harvard.edu/cgi-bin/travel/policies_procedures.php)  
(under payment options)

Universal Expense Form – see admin. bulletin board  
Missing Receipt Affidavit - see admin. bulletin board

Petty Cash  
all packing slips & receipts to **Amy Zou**

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## **INTERNATIONAL SCHOLARS**

contact **Angela Healy** w/questions

**Harvard International Office (HIO), Holyoke Center, 8<sup>th</sup> Floor**

<http://www.hio.harvard.edu>

617-495-2789

If you are not a citizen or permanent resident of the United States, you will need to register with the HIO as quickly as possible after arrival in the US.

You can also get **Social Security Number** documents at HIO and then apply at 10 Fawcett Street, 1<sup>st</sup> Floor, Cambridge, MA 02138 for your SSN. When you get the SSN, please bring to Angela for payroll purposes.

**Glacier** is the system used by Harvard to identify your tax status and eligibility for tax treaty. Please complete the questions at <http://oc.finance.harvard.edu/how-to/GLACIER>

**Nonresident Alien Tax Compliance Office** 617-496-6800

If you are a foreign national, you should visit the Nonresident Alien (NRA) Tax Compliance Office at 1033 Massachusetts Avenue, 2nd Floor (this is about one third of the way towards Central Square) once you have been given a Harvard ID. The NRA Tax Compliance Office will determine your tax status and inform you if you are eligible for any tax treaty benefits. At that time, they will also ask you to fill out a FNIF (Foreign National Information Form) and tax treaty benefit forms if applicable. Please bring your passport and Visa documents with you when you go there.

### **General Tax Information**

Income reporting forms used for tax filing purposes

U.S. Citizens and Permanent Residents of the U.S. will receive W2 forms.

Nonresident Aliens will receive a W-2 form or a 1042S form (if they have taken advantage of tax treaty benefits).

W-2's are mailed by January 31st; 1042-S forms are mailed by March 15th.

Filing Income Tax Forms

Generally, income tax returns are filed at the beginning of a calendar year for the previous calendar year. You may be required to file, even if you do not owe taxes for the previous calendar year. The tax return filing deadline is April 15th of every year.

For International Scholars, HIO offers access to tax filing software (free of charge), and they also offer tax advice seminars from tax professionals. You can find more information at <http://www.hio.harvard.edu/>

Tax Topic 851 <http://www.irs.gov/taxtopics/tc851.html>

IRS publication 970 (Tax Benefits for Education) <http://www.irs.gov/publications/p970/index.html>

DOR (State Taxes) <http://www.dor.state.ma.us/>

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