

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

ID & KEY & Communications

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

Key Request - <http://key.harvard.edu>

An email will send you the Key – follow instructions

Key/PIN HELP - 617-496-9001

If not a citizen or permanent resident, you will receive an email requesting that you go online and complete information in the *Glacier* system. Please follow instructions in the email as this affects your tax withholdings.

RIH Tel. Listing

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 **Alexis Loving** ☐

New Hire Information Sheet (from security) —————→ ☐

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

https://harvard.service-now.com/ithelp?id=kb_article&sys_id=7970fc8737defac09aa163d2b3990e48

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 of start date**.

The premium will be deducted
per payroll and is pre-tax. ☐

Payroll Hotline (617) 495-8500 option 4

<https://oc.finance.harvard.edu/services/central-payroll>

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

https://www.pin1.harvard.edu/cas/login.jsessionid=22D9F9335451FBF9413DC370606615D8?service=https%3A%2F%2Fwww.pin1.harvard.edu%2Fpin%2Fauthenticate%2FCAIT_OAS_P_SFT_PRDAWS%3Bjsessionid%3D22D9F9335451FBF9413DC370606615D8

1. Click on Peoplesoft (top right)
2. Use your Harvard ID and pin to access
3. View your check at the following path:
Self Service > Payroll & Compensation> Direct Deposit

To view your online paystub in Peoplesoft:
same as above....

3. 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

<https://hr.harvard.edu/retirement>

Subsidized T-Pass Program

- ask **Alexis Loving** Ext. 2640

<http://www.transportation.harvard.edu/com/muterchoice>

If applicable, timesheets are on the admin.
bulletin board outside Angela's office.

POSTDOCTORAL FELLOWS

FAS Office of Postdoctoral Affairs

16 Divinity Avenue, Biological Laboratories,
Room 1059

Cambridge, MA 02138

postdoc@fas.harvard.edu

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

- Stephen Kargere, Director,
kargere@fas.harvard.edu

as of July 2019 – any suggestions/corrections to Angela Healy. Thanks!

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PURCHASING

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

HCOM – ROPPA training is required for HCOM access. Please complete the online training in **Training Portal**. Print the Certificate of Completion and pass to Angela. Hands-on training w/ **Amy Zou**. Once you have access, the purchasing applications can be found at <https://finapps-prod.huit.harvard.edu:8888/gateway.shtml> ☐

Sales Tax Exempt Cert. (ST-2)
<https://oc.finance.harvard.edu/resources/forms-templates/accounts-payable>
Scroll down to "Sales Tax Exemption Certificate"
Tell store clerk prior to checkout.

P-Card University Credit Card
(not for travel & Harvard pays automatically)
Ask **Amy Zou** for application. Training must be completed before receipt of the card - Training Portal.
All packing slips & receipts to **Amy Zou**.

If new vendor is required to be added to the system, please ask **Amy Zou**.

Angela Healy/your PI will explain the library system.

COMPUTING RELATED

contact **Alan Stern** with questions/issues

HUIT HELP DESK
<https://harvard.service-now.com/ithelp?id=contact>
617-495-9000
ithelp@harvard.edu
Science Center B-14

Support for high performance technical: computing and sciences research computing
<https://www.rc.fas.harvard.edu>
Tel: 617-299-9724

Computer ordering, software licenses and setup:
https://harvard.service-now.com/ithelp?id=sc_home
all packing slips & receipts to **Amy Zou**

Information Security & Privacy:
<https://security.harvard.edu>

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

Web site and web page related:
Speak with **Alexis Loving**

TRAVEL & REIMBURSEMENT

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

Harvard Travel Office site <https://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
<https://travel.harvard.edu/policies-reimbursement> (under payment options)

Concur – Harvard reimbursement system. ROPPA training is required for Concur access. Please complete the online training in **Training Portal**. Print the Certificate of Completion and pass to Angela. Once you have access, the Concur application and training can be found at <https://travel.harvard.edu/concur-training> Questions – ask Amy Zou.

Missing Receipt Affidavit - see admin. bulletin board outside Angela's office.

Petty Cash reimbursement for \$50 and under - all packing slips & receipts to **Amy Zou**.

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INTERNATIONAL SCHOLARS

contact **Angela Healy** w/questions

Harvard International Office (HIO), Smith Campus Center, 10th Floor – bring ID to access building
<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, 1st 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. You will receive an email asking you to complete an online questionnaire which will be used by the HU Tax Office to determine your payroll tax status. ☐

Nonresident Alien Tax Compliance Office (617) 495-8500

If you are a foreign national, and have further tax questions, you can 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 from Harvard Square) once you have been given a Harvard ID. 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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