Harvard Graduate School of Design
New Employee Checklist

- Review the New Employee Resource Guide

- Attend Harvard University's New Staff Welcome & Orientation held by the Center for Work Place Development (CWD). For more information please check the HARV*ie* website, and sign up for a session here: https://hr.harvard.edu/new-employees.

- Review benefits videos and make selections in PeopleSoft via the "Onboarding" tile, within 30 days of hire. A benefits enrollment packet will be mailed to your home address within one week of your hire date.

- Sign up for benefits within 30 days of your hire date. A benefits packet, including a benefits election form, should arrive at your home within one week of your hire date.

- Complete Title IX training in the training portal on HARV*ie* website.

- See your supervisor for information on PeopleSoft Training, Harvard Financial Systems training, the Harvard University Purchasing card, and the University corporate card.

- Once your ID number has been generated, have your ID photo taken at the ID Services Office in the Smith Campus center.

- Meeting with the Help Desk to claim your Harvard Key and set up DUO (security app).

- Enter your Flexwork Arrangement/schedule into PeopleSoft.

- Enter Direct Deposit information into PeopleSoft visa the "Self Service" tile.
  * Note that first checks are received via USPS to your home address