Yoh at Harvard

Contingent Worker Orientation
Agenda

- Yoh Program Team
- Working on Assignment at Harvard
- Fieldglass Time and Expense Entry
Yoh Program Team
A Managed Service Program (MSP) is responsible for managing all aspects of an organization’s contingent workforce program. Responsibilities include:

- Program management
- Supplier selection & management
- Distribution of requisitions
- Payrolling Services
- Consolidated billing across all suppliers utilizing a VMS (Vendor Management System)
- To reach the YOH PMO please email yohharvard.pmo@yoh.com

Who to Call: Yoh Program Management Office (PMO)

Meghan Whalen
Resource Manager
256-374-3840
Meghan.Whalen@Yoh.com
Primary Contact
Daily Program Operations

Allison Hupfauer
Program Manager
857-324-3233
Allison.Hupfauer@yoh.com
Escalation Point
Strategic Projects

Corey Johnson
Senior Program Manager
702-370-4467
Corey.Johnson@Yoh.com
Secondary Escalation Point
Stakeholder Relations
Strategic Projects
WHO TO CONTACT

Supplier (Employer)
- Rate
- Benefits
- Direct Deposit/Payment
- Employment issues
- Workers compensation
- Length of assignment
- Resignation of assignment or notification of job search
- Notification of time off *
- Notification if unable to report to work *
- Notification if applying for Harvard direct position
- References for future employment opportunities

Harvard Manager
- Day to day job responsibilities
- Working Schedule/Breaks
- Physical (building) and digital (systems) access
- Assigned Harvard work space, phone and email (if applicable)
- How reported time should be charged to Harvard account coding (if more than 1 choice)
- Request for time off *
- Notification if unable to report to work *

If you are not sure who to contact -- start with Yoh
Working on Assignment at Harvard
Harvard’s Mission and Organization

• As America’s oldest and most venerable institution of higher learning, Harvard’s mission is to advance new ideas and promote enduring knowledge. Since its founding in 1636, Harvard has grown to include **11 degree-awarding schools** along with our allied institutions, including the Radcliffe Institute for Advanced Study, and the Central Administration.

• The schools are unified by a common purpose of **education** and **research**, but each develops leaders and positively impacts the world in its own way.

• Learn more at: [https://hr.harvard.edu/our-mission-and-culture](https://hr.harvard.edu/our-mission-and-culture)

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**Faculty of Arts & Sciences**  
**Harvard Business School**  
**Harvard School of Dental Medicine**  
**Graduate School of Design**  
**Harvard Divinity School**  
**Harvard Graduate School of Education**  
**Harvard John A. Paulson School of Engineering and Applied Sciences**  
**Harvard Kennedy School**  
**Harvard Law School**  
**Harvard Medical School**  
**Harvard T.H. Chan School of Public Health**

“If Harvard is first of all defined not by buildings or endowments or traditions but by people, we have an overriding interest in attracting to our community the most talented people we can find – as students, as faculty, as staff.”  
*Drew Gilpin Faust, President Emerita of Harvard University*
Harvard has a special web page for contingent workers in the program. It covers topics such as:

- Harvard overview
- Parking and campus safety tips
- Contingent worker policies (*important* to review, & attached below)
- General workplace policies that apply to you when on assignment at Harvard
- Important schedule notes regarding holidays/weather
- How to get your HUID card (i.e., a “badge”) if needed
- How to get your Harvard Key (log in credential) if needed
- Contingent workforce information page:
  
  https://hr.harvard.edu/contingent-workforce/workers
• Depending on your job role, location and the length of your assignment, you may need a Harvard University ID Card (badge).
  • In order to have an HUID card, you will first need an 8-digit HUID.
  • If needed, an HUID will be assigned to you.
  • Do not share your badge with any other person or give anyone else access to buildings with your badge.

• Badge extensions can be issued should your assignment extend beyond the date of your assignment.

• Retain your HUID card in case you need it for future assignments. It will be deactivated at the end of your assignment, but it can be reactivated as needed.
Fieldglass Time and Expense Entry
Creating a Timecard

- The work week is Sunday-Saturday.
- Time must be entered by Monday at 12PM EST and approved by your Harvard approver by Tuesday at 12PM EST.
- Connect with your manager to confirm your work schedule and obtain approval to work additional hours outside of standard hours, which are generally 35 hours per week.
- Overtime hours are any hours worked over 40 in a work week if your position is overtime eligible.
- Harvard polices on timecard and expenses in detail can be reviewed here: https://hr.harvard.edu/files/humanresources/files/contingent_worker_policies.pdf
- Timesheets and expenses should be turned in within 30 days of the charges being incurred.
- Please see attachment for instructions on how to enter time in Fieldglass.
- Massachusetts workers are eligible for sick time. (You must be working for 120 days before using this benefit.)
  - After working 40 hours, employees accrue 1 hour of paid sick time for every 30 hours worked

Click here for Fieldglass timesheet entry instructions
Expense Reporting Process

• **Approval is required** from your Harvard manager before incurring expenses. They should be agreed to in advance by Harvard, and if significant, documented on the Work Order for your assignment.

• Be sure **to save your receipts** for all transactions.
  • In most cases, receipts will only be required when >$75, but as a general rule, please be sure to save all your receipts.

• Any expenses submitted must be incurred in the conduct of Harvard business and the lowest cost alternative.

• All expenses and receipts will be entered into a FG Expense Sheet for Harvard manager approval – no more than 1 per week.

*Click here for Fieldglass Instructions on how to create an Expense Sheet*