Yoh at Harvard
Contingent Worker Orientation
## Agenda

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Yoh Program Team
MSP & PMO

MSP (Managed Service Program)

An MSP is responsible for managing all aspects of an organization’s contingent workforce program. Responsibilities include:

▪ Program Management
▪ Supplier Selection & Management
▪ Requisition Distribution
▪ Payrolling Services
▪ Consolidated billing across all program suppliers utilizing a VMS (Vendor Management System)

▪ To reach the YOH PMO team please call 617 495 1508 or email yohharvard.pmo@yoh.com

YOH PMO (PROGRAM MANAGEMENT OFFICE)

Corey Johnson
Program Manager
702-370-4467
Corey.Johnson@yoh.com
• Strategic Projects

Vanessa Kichler
Sr. Director, Client Services
610-312-6257
Vanessa.kichler@yoh.com
• Stakeholder Relations
• Escalation Point

Alicia Cox
Program Manager
Alicia.cox@yoh.com
• Job requirement management
• Supplier Management
• On-going training

YOUR DEDICATED TEAM
WHO TO CONTACT

Agency
• 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

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

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 of Harvard University
Harvard has a special web page for contingent workers in the Program: https://hr.harvard.edu/contingent-workforce/workers

It covers topics such as:

- Harvard overview
- Parking and campus safety tips
- Contingent worker policies (important to review)
- Harvard workplace policies that affect contingent workers
- How to get your HUID card (i.e., a “badge”) if needed
- How to get your Harvard Key (log in credential) if needed
- Glossary of Fieldglass terms
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 ID card, you will first need an 8-digit HUID.
  • If needed, an HUID will be assigned to you and visible in Fieldglass (WHERE? HOW?)
• 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.
• Badges **MUST be returned (via Campus Mail)** the end of your assignment
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](https://hr.harvard.edu/files/humanresources/files/contingent_worker_policies.pdf)
- 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
Expense Reporting Process DRAFT

• **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. (SCAN AND UPLOAD TO FG?)

• 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.

• Notify the Yoh Program Team before entering expenses so that the expense function in Temp Manager can be activated.