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)

“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*
The DZX Program Management Office (PMO)

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)

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<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Harvard Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan Desmond</td>
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</table>
Who to Contact with Questions

Harvard has created an internal page specifically to provide information and guidance to contingent workers on assignment at Harvard University. This page is a great place to start if you have any questions, or need information:

Harvard University Contingent Worker Information Page

**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 work space, phone and email (if applicable)
- How reported time should be charged to account coding (if more than 1 choice)
- Request for time off *
- Notification if unable to report to work *
If your assignment is set up as an hourly assignment, and you need to submit weekly timesheets in Fieldglass, please review the below information:

- The work week is Monday to Sunday.

- 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 your standard schedule.

- Timesheets and expenses should be submitted within 30 days of the charges being incurred.

- Please see attachments below for instructions on how to enter time and expenses in Fieldglass.

- If you have trouble logging in to Fieldglass, or have any additional questions about submitting time or expenses, please reach out directly to your supplier organization for support.

Please click applicable document for instructions on entering time and expenses into Fieldglass.
Harvard University Contingent Worker Policies

– Please review the Harvard University Contingent Worker Policies, which can be found here: Contingent Worker Policies

COVID-19 Guidance for Contingent Workers on Assignment on Campus

– If you are working on campus at Harvard, you will need to meet the same COVID-19 safety requirements as Harvard employees working on campus. Some requirements need to be met before you start work. The most up to date information can be found here: Harvard University COVID-19 Safety Requirements

Please note that the most up to date version of these policies is available on the Contingent Workforce HARVie page, located here:

https://hr.harvard.edu/contingent-workforce/workers