New Employee Welcome & Orientation

Agenda

• Welcome to Harvard
• Benefits Highlights
• Learning about Harvard
• Favorite Perks
• Employee Resources
• Going Forward
Video: Welcome Message from President Bacow

Harvard is a Great Place to Work

- Harvard is more than a great teaching, learning, and research community, it's also a great place to work and to grow careers that are fulfilling and challenging
- Our workforce is full of people who are:
  - Interesting
  - Creative
  - Talented
  - Dedicated

Congratulations!
The Benefits of Working at Harvard

An Introduction to Your Benefits - 2022
Where to learn about your Benefits

- Review your New Hire Benefits Enrollment Packet
- Visit hr.harvard.edu/new-employees
  - View informational videos about your benefits options

Your First 30 Days

- Complete your benefits enrollment via PeopleSoft Self-Service
  - Medical
  - Dental
  - Vision
  - Long-Term Disability
  - Supplemental Life Insurance
  - Flexible Spending Accounts
  - Dependent Life Insurance
  - MetLife Legal Plans
  - Allstate Identity Protection
- Designate beneficiaries for your life insurance through the MetLife Portal
  - mybenefits.metlife.com
Coverage Levels – Medical, Dental, & Vision

**Individual Coverage – Employee only**

**Employee + Spouse/Registered Domestic Partner **†

**Employee + Child(ren) **†

- Children under age 26
- Disabled children age 26 and older

**Family Coverage **

- Employee
- Spouse or registered domestic partner
- Children under age 26
- Disabled children age 26 and older

* If electing one of these levels, supporting documentation must be submitted in 30 days (i.e. copy of marriage certificate, birth or adoption certificate).

† These levels are available to exempt employees and employees in certain unions. When registering, only your eligible options will be displayed in PeopleSoft.

PeopleSoft Self Service

**Use PeopleSoft to:**

- Review New Employee Checklist
- Select Benefits
- Request Absences and View Absence Balances
- Enter Time or Manage Teams
- View Paychecks and Tax Information
- Access Harvard Resources
- Update Personal Details

Help using PeopleSoft can be found at [trainingportal.harvard.edu](http://trainingportal.harvard.edu)
 Benefit Changes

Qualified Life Events (QLE) Include
- Marriage or registering a domestic partnership
- Divorce
- Birth or adoption of a child
- Dependent’s change in employer coverage
- Employee or Dependent gaining or losing coverage elsewhere

Changes must be made within 30 days of the QLE and must be consistent with the event.

Annual Open Enrollment Period
- Fall of each year
- Changes effective January 1st

Tax Deferred Annuity (TDA) Plan – 403(b)

Employee-funded retirement program
- You will receive TDA plan information from the Harvard University Retirement Center (HURC) within two weeks of your hire date
- Traditional (pre-tax contributions) and Roth (after-tax)*
- Eligible to rollover prior employer plan or IRA**
- 100% vested
- Faculty and nonunion staff auto-enrolled after 60 days

*Roth is NOT available for HBS Publishing and employees in DC
**Roth contributions cannot be rolled into the Harvard TDA

Employer-funded Plan
You will be automatically enrolled once you meet the plan’s waiting period. Go to hr.harvard.edu/retirement-programs for more information.
Eligibility & Wait Periods
- Based on employee classification and hours worked

Programs
- TAP – helps pay the cost of tuition for courses taken at participating Harvard Schools
- TRP – helps pay the cost of tuition for qualifying courses taken at other accredited institutions

Program Details
- Review the TAP/TRP Booklet - hr.harvard.edu/tuition-assistance

HARVie Website

Visit HARVie (hr.harvard.edu) for:
- More benefits information
- HR Events Calendar
- Office of Work/Life Program Calendar
- Monthly Wellness Newsletter
- Financial Education Calendar
- Link to schedule one-on-one meetings with TIAA investment advisors
Health Insurance is complicated. We’re not.

More than just a health plan:
✓ A plan that puts you front and center
✓ Choose a plan to meet your needs

Primary Care Physician locations include:
✓ Three on-campus clinics
✓ Harvard Vanguard
✓ Dedham Medical
✓ Granite Medical
✓ Plymouth Medical Group

HUGHP Member Services is centrally located on campus:
✓ Walk-in
✓ Call
✓ Email

Start saving today:
✓ Lower premiums
✓ Discounts at Harvard Center for Wellness
✓ Fitness and weight loss rebates

What’s Next for Benefits…

✓ Watch the New Employee benefits videos on HARVie
✓ Complete the online enrollment & submit dependent documentation within 30 days
✓ Complete life insurance beneficiary designation
✓ Receive health plan ID cards within 2-3 weeks of enrolling
✓ Receive TDA plan information within 2 weeks of hire date
✓ Additional Questions:
  • Visit HARVie – hr.harvard.edu
  • Email – benefits@harvard.edu
  • Call – 617-496-3000
  • Review FAQs in the back of your Benefits Enrollment Guide
Learning About Harvard

Finding Your Way Around

Video: Projects Happening Across Harvard
Harvard Schools and Units

- Central Administration
  - Campus Services
  - Finance, HR, IT, Operations
  - Interfaculty Initiatives
- Continuing Education
- Libraries, Museums, Theaters
- Affiliated & Allied Institutions
- Offices in 16 foreign countries
- Over 160 research centers
- Projects all over the world

Finding Your Way Around

- The new Harvard map site features:
  - Interactive guides to campus facilities
  - 3D maps of the campus
  - Virtual tour of Widener Library
  - [http://map.harvard.edu/](http://map.harvard.edu/)
Campus Tours

- Student-run virtual tours of the campus are available every day through the Harvard Visitor Center
  - The tour includes lots of fun information about Harvard’s history and the student experience
  - A new tour focusing on women’s history at Harvard is also available

https://harvard.edu/visit/tours/

Learning About Harvard

- www.harvard.edu/about-harvard
  - Facts at a Glance
  - Historical Timeline
  - Harvard in the Community
  - Harvard around the World
  - Events Listings
  - Campus Guides

- Harvard Gazette
- Harvard Magazine
- Harvard College Mobile App
  - Set profile to Faculty/Staff
- Harvard YouTube Channel
Explore your Harvard

Link gives you personalized suggestions on:

- **News and events** from hundreds of sources across Harvard.
- **Colleagues and organizations** doing work related to yours.
- **Other faculty** who teach your students and other Harvard classes related to what you teach (for faculty).
- **Links to resources** from your school or unit, PeopleSoft, Canvas, and many more.

1. Go link.harvard.edu (also available in PeopleSoft)
2. Log in with your HarvardKey
3. Enter your website and/or keywords
4. Get suggestions on what to explore at Harvard

Brought to you by the Office of the Vice Provost for Advances in Learning.

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Campus Safety

*MessageMe Alerts*: Receive emergency notifications via text, email and/or phone call.

Update your preferences now at: [https://messageme.harvard.edu](https://messageme.harvard.edu)

For more advice about staying safe on campus, consult the extensive resources available from the HU Police Department at: [https://www.hupd.harvard.edu](https://www.hupd.harvard.edu)
Harvard Policies

Harvard has extensive policies on workplace topics including:

- Discrimination
- Sexual and Gender Based Harassment
- Workplace Inclusivity
- Drug and Alcohol Use
- Fiduciary Responsibilities
- Whistleblowing
- DMCA and other Copyright Protections
- Affirmative Action
- Information Security & Privacy
- Environmental Health & Safety
- Safety & Protection of Minors
- Conflicts of Interest
- Social Media Use

An overview of policies and other useful information can be found in Harvard’s Staff Personnel Manual at: https://hr.harvard.edu/staff-personnel-manual.

The full text Harvard’s Human Resources, Financial, and Information Technology policies are available at: http://hr.harvard.edu/university-policies.

For assistance with these issues, consult your local HR office.

The Perks of Harvard

A Few of our Favorite Things
Holidays, Earned Time, and Discounts

- hr.harvard.edu/holiday-calendar lists the dates of upcoming holidays and winter recess
- hr.harvard.edu/paid-time has details about the University’s generous paid time off benefits, including sick time, vacation time, personal time, and parental leave
- hr.harvard.edu/employee-discounts provides information about discounts on cell phones, computers, insurance, and much more

Harvard’s Center for Workplace Development

Expand Your Potential with CWD
- Career and Professional Development
- Management and Leadership Education
- Coaching and Consulting
- Adult Basic Education
- Online courses:
  - Harvard Training Portal
  - Harvard ManageMentor
  - LinkedIn Learning

Find out more about CWD’s offerings at hr.harvard.edu/learning-development
Outings & Innings

- Purchase discount passes and exclusive tickets for yourself or others
- Find out where your HUID can get you discounts and free admission
- Check out lists of digital resources, virtual events, and other fun perks

Create your free account and sign up for the O&I E-list at:
outingsandinnings.harvard.edu
or visit our Cambridge office at 44R Brattle St

Athletics & Fitness

- Gain access to Harvard’s 10 gyms and training facilities
- Currently offering virtual classes, trainers, and wellness programs
- Membership costs $24/year for employees or $124/year for employees and their families
- Get tickets to Harvard sports events
- Learn more at: recreation.gocrimson.com
Libraries, Lectures, Museums, and Other Events

Use your ID to:

- Borrow books from the Harvard Libraries
- Visit the wide variety of University museums
- Attend lectures and other campus events
- Access digital records of academic materials

Check out https://www.harvard.edu/campus/museums/ for info about Harvard’s 15 museums

ID Cards

- Cambridge Campus
  - Campus Services on the first floor of the Smith Campus Center
- Harvard Longwood Campus
  - Kresge Building, T.H. Chan School of Public Health, first floor
- Business School
  - HBS Operations Center on the lower level of Shad Hall

Physical ID cards are currently being issued only to employees who have been approved to work on campus. Employees working remotely will be issued ID cards when they return to campus.
Employee Resources and Service Organizations

Building Connections to the Harvard Community

Transit
50% off monthly MBTA transit passes (Subway, Bus, Commuter Rail and Ferry)
Pre-tax savings on transit station parking and non-MBTA transit options

Bike
Get reimbursed up to $360/year for bike commuting expenses

Carpool
50-75% off annual parking permit with 2 or more carpoolers

Getting Around Town
Discounted BlueBikes and Zipcar memberships
Guaranteed Ride Home program
Free Harvard Campus Shuttle

Commute Planning
Personalized commute assistance from CommuterChoice staff
Useful Apps: PassiGo, Transit, Harvard Evening Van

commuterchoice.harvard.edu
commuterchoice@harvard.edu
Employee Resource Groups (ERGs) at Harvard

Groups of employees who connect based on shared characteristics, affinity, values, and life experiences.

Current Employee Resource Groups
- Association of Black Faculty, Administrators, and Fellows (ABFAF)
- Association of Harvard Asian and Asian American Faculty and Staff (AHAAAFS)
- Association of Harvard Latinx Faculty and Staff (AHLFS)
- LGBTQ Harvard Staff and Faculty Employee Resource Group (QERG)
- Committee on the Concerns for Women at Harvard (CCW)

Find more information at - https://employeeresourcegroups.harvard.edu/

Office of Work/Life

The Office of Work/Life stands at the intersection of wellbeing and organizational effectiveness. We're about maximizing schedules, expanding community, maintaining wellbeing, easing the mind, defining options, preparing for the future, caring for family, and partnering to create and preserve each employee’s unique and complex version of work/life balance.

Harvard’s EAP
- Workplace Consultation
- Short-term Counseling
- Legal Assistance
- Financial Consultations

Dependent Care Resources
- Help Finding Care
- Child Care Scholarships
- Back-up Care
- Adoption Resources
- Lactation Support
- Senior Care Planning

Mindfulness Programing
- Virtual Classes
- Courses
- Ten Percent Happier App
- Guided Meditation Line 617-384-2256 (4-calm)

Flexwork
- Options
- Remote Work
- Tools and Resources
- Guidelines for Employees and Managers

Learn more at the Office of Work/Life at: https://hr.harvard.edu/worklife
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<th>Sexual Harassment/Assault Resources &amp; Education (SHARE) (confidential &amp; privileged)</th>
<th>Call for crisis support anytime</th>
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| Access support for Harvard community members impacted by harm:  
- Trauma-informed, advocacy-based assistance to individuals impacted by harm, including interpersonal violence and abuse, including sexual harassment, sexual assault, stalking, abusive relationships, and gender discrimination  
- Psycho-educational and support group  
- Support in deciding whether to report an incident to a Title IX Resource Coordinator or to supportive resources or report a concern, including help in understanding the process  
- Information on how to file a police report, apply for a restraining order, and other off-campus legal processes  
- Connecting to additional resources on and off Harvard’s campus  | Main office line: (617)-495-5656  
- Crisis hotline: (617)-495-8100 |

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<th>Prevention Education, Engagement &amp; Outreach</th>
<th>Connect with University and local Title IX resources</th>
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| Request a customized, interactive workshop, presentation, or event  
- Gender Diversity and Inclusion  
- Cultivating a Climate of Gender Equity  
- Bystander intervention  
- Consent Education  
- Community Restoration  
- Customized initiatives  | Seek supportive measures through network of Title IX Resource Coordinators  
- Disclose/report the University of a concern of sexual harassment or other sexual misconduct  
- Connect with University and community resources  
- Learn about University policies and procedures  
- File a formal complaint |

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<th>Title IX Resources (private resources, not confidential)</th>
<th>Anonymously disclose a concern</th>
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<td>Share your concerns anonymously with Title IX staff via the Resource for Online Discourse Disclosure service</td>
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**Harvard Information Security**

- **Click Wisely – Check URLs**
- **Report Harvard Phishing**
- **Strong Passwords & 2-Step Verification**
- **Password Manager**
- **Enable Automatic Updates**
- **Weekend Shutdown**
- **Secure Sensitive Data**
- **Follow DMCA Policy**

**security.harvard.edu**
Welcome to HUCTW!

- HUCTW is Harvard’s largest union, representing 5,200 staff members in Harvard’s offices & labs, museums & libraries, in every corner of the campus.

- Harvard staff founded HUCTW in 1988 to ensure that we have voice in the decisions that affect our working lives.

- We have made enormous gains for members in salary, healthcare, flex schedules, education costs, childcare, housing, and more.

- After orientation, please stop by our table to sign your membership card & pick up information about the unique benefits available to members.

Website: www.huctw.org | Tel: 617-661-8289

HUCTW: Harvard Union of Clerical and Technical Workers
Other Employee Resources and Service Organizations

- Campus Services – [https://www.campusservices.harvard.edu/](https://www.campusservices.harvard.edu/)
  - Parking Permits & One-Day Passes
  - Environmental Health & Safety
  - Housing and Real Estate
- Office for Sustainability
- Global Support Services
- ID Card Services
- Keep Harvard Healthy
  - [https://www.harvard.edu/coronavirus/](https://www.harvard.edu/coronavirus/)
- University Disability Resources
- Common Spaces / Events Office
- Travel and Reimbursement
- And much more…

Going Forward

The Next Steps on Your Harvard Journey
Tools to Help You Get Started

- New Employee Resource Guide
  - Links to more information and useful sites
- New Employee Website
  - [https://hr.harvard.edu/new-employees](https://hr.harvard.edu/new-employees)
  - Benefits Videos
  - Getting Started
  - Succeeding in Your Job
  - Campus Guides
- Campus Services Portal
  - [https://www.campusservices.harvard.edu/](https://www.campusservices.harvard.edu/)

Tools to Help You Get Started

- Learn how to report time, use Harvard’s administrative systems, and sign up for training or compliance classes
  - [trainingportal.harvard.edu](http://trainingportal.harvard.edu)
- Use the Self-Service tiles in PeopleSoft for enrolling in benefits and other important tasks
- Refer to [hr.harvard.edu](http://hr.harvard.edu) for University policies, benefits, perks, and lots more
Local Human Resources Office

Check with your local HR office for information about…
• Local orientation programs
• Activities for new employees
• Access to buildings, systems, and resources
• Local policies and procedures
• The structure of your department
• Finding your way around
• Help getting started

Harvard Human Resources wishes you every success in your new job!