



Harvard New Hire Orientation: DZX MSP WORKER

Who to Call

A Managed Service Program (MSP) is responsible for managing all aspects of Harvard's contingent workforce program. DZX is the provider that manages the MSP. If you have questions pertaining to the topics below, please reach out to the appropriate party.

SUPPLIER (YOUR EMPLOYER OF RECORD)

- 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

Harvard's Mission & 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: [Harvard 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

- 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

Harvard Contingent Worker Site Information



Harvard has a special web page for [Contingent Workers](#) in the Program covering topics such as:

- About Harvard – orientation deck, campus map & directions, parking, etc.
- Holidays
- Getting Started/Wrapping Up – HUID photo ID card, Harvard Key, COVID safety, etc.
- General Workplace Policies that Apply for Contingent Workers
- How to: Submit a Timesheet and Expense Sheet
- Glossary of 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 HUID card, you will first need an 8-digit HUID.
 - If needed, an HUID will be assigned to you, upon completion of an HUID Form
 - 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.

Contingent Worker Policies - Harvard/Yoh (DZX) Managed Services Program

- The standard full-time workweek for contingent workers is **35 hours per week. Always ask permission in advance** from your Harvard manager before working more than 35 hours in a week, or more than the number of hours that have been planned for your part-time assignment
- You are responsible for **reporting hours worked each week, online in Fieldglass, by Monday at noon** EST for the prior week.
- Please ask your Harvard manager or the DZX PMO if you have any questions about the costing (account coding) that your hours should be reported against, or if you get an error message in Fieldglass that says, “CoA Validation Failed”. When that happens, it means that the account coding for your reported time is invalid and needs to be corrected by Harvard. You may be asked to re-report your hours against the corrected account coding.
- You are allowed to submit for reimbursement of travel or other out-of-pocket expenses while on assignment only if these expenses have been incurred in the conduct of Harvard business, and they have been agreed to in advance on the Fieldglass Work Order.
- Generally, there are tenure limits that dictate how long you may continuously work on the same contingent work assignment at Harvard.
 - A. 3 months for overtime-eligible roles, working in the state of Massachusetts, that would be union-eligible if directly employed by Harvard
 - B. 18 months for all other contingent rolesFor in-state overtime-eligible roles as described in a., the tenure limit may be extended if you are filling in for a Harvard employee on leave who is expected to return to work, or in a role working no more than 14 hours per week. Roles with an 18-month tenure limit may be extended for an additional 18 months with permission of Harvard HR.
- Generally, contingent workers may not:
 - A. supervise Harvard staff
 - B. approve the time of another contingent worker
 - C. make financial or contractual commitments for Harvard
 - D. make or approve financial expenditures/transactions on behalf of Harvard (unless in a finance role)
 - E. represent themselves to be a Harvard employee
 - f. be given or use a Harvard corporate card or PCard
 - g. serve as a “Responsible Adult” in a Harvard program involving minors unless required screening and training has been completed.
- Unless required by law, Harvard does not provide extra pay for nights, weekends, shift differentials, or holidays. Please be sure any expected OT hours are discussed in advance. Sick time taken, if accrued while on assignment at Harvard, will be paid.

Sicktime Requests

- Sicktime is accrued as per state/local mandates.
- To receive Sicktime pay, please check with your Agency/Employer of Record for instructions on viewing your accrued balance how to request Sicktime pay.
- Sicktime may only be used when Contingent Worker is scheduled to work.
- Sicktime does not count toward hours worked in the calculation of overtime.
- Worker must leave the corresponding day blank on their FG timesheet.



Fieldglass Overview

- Fieldglass Registration
- Timesheet Entry
- Expense Entry
- Reference Library

Home View Create

Welcome john smith

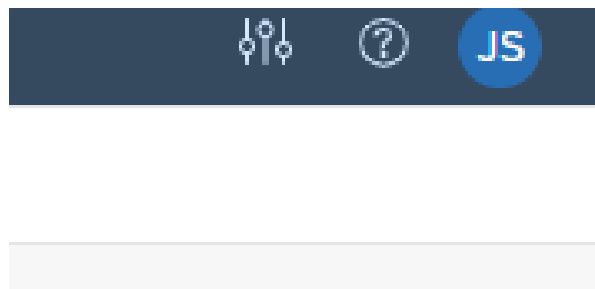
Go Mobile! Manage your time on the spot, anywhere, any time, directly from your mobile device. Download the SAP Fieldglass Time Entry mobile app today to get started entering and managing your Time Sheets on the go. [Set Up Mobile Time Entry App](#)

[SAP Fieldglass Release Communication - Click here to see what's new](#)

To-Do (1)

Assignment: 14 HPW Max Administrative Assistant I for Staff-Payrolled: Mass and Commutable States	Company: Harvard University
Start: 2023-01-31	End: 2023-02-11
Worker ID: HUWK00009593	
Time Sheet Complete Time Sheet	ID HUTS00304899
	Period 2023-01-29 - 2023-02-04

[Don't see your Time Sheets?](#)



Helpful To-do Guides can be found in the FG Reference Library by selecting the question mark icon in the upper right corner of your homepage.




Fieldglass Time Entry

Enter the hours worked in the appropriate fields paying attention to the type of hours and the charge code.

Time Sheet Worker Current End Date
 HUTS00000834 Wick, John HUWK00000019 2018-02-19

Time Worked

Day	1-28 Sun	1-29 Mon	1-30 Tue	1-31 Wed	2-01 Thu	2-02 Fri	2-03 Sat	Total
Billable	FCOR^Theatre, Dance, Media (30835) - Hours Worked - Default 8220 - Temporary Agency Personnel Svcs, GENE...							
ST /Hr		7.00	7.00	7.00	7.00	7.00	<input type="text"/>	35.00
Total	0.00	7.00	7.00	7.00	7.00	7.00	0.00	35.00

Copy the entries from one day to the next 

You can either save and complete later by selecting [Complete Later](#)

Or click Submit to submit the time sheet to your manager. [Submit](#)

Fieldglass Time Entry

- The work week is Sunday to Saturday.
- The standard full-time work week for contingent workers at Harvard is seven (7) hours per day, five (5) days per week or 35 hours per week.
- Workers in other Exempt roles will be paid at their straight time rate for a maximum of 35 hours per week, regardless of hours required or worked to fulfill the assignment.
- Workers in Exempt IT Computer Professional Roles are paid at the straight time rate for all hours worked, reported and approved. Additional time must be verbally approved by the Harvard Hiring Manager before it is worked and will be paid at the straight time rate.
- Overtime is earned as applicable by state and federal regulations.
- Harvard will pay legally required overtime, but will not provide double time, holiday pay or other differentials where not required.
- Time must be entered in Fieldglass by 12:00 PM (noon) eastern time on Monday for the week prior and approved by the Harvard Timesheet Approver or their designee by 12:00 PM (noon) eastern time on Tuesday.
- The Harvard Hiring Manager or Harvard Timesheet Approver will advise if any additional Object Codes are to be selected.
- When ready to enter hours worked, the contingent worker will log into Fieldglass, and available timesheets will be displayed on the Fieldglass Homepage.

Fieldglass Expense Entry

- **With prior approval from the Harvard hiring manger, and in rare circumstances**, Contingent Workers may be eligible for reimbursement of travel expenses, specifically domestic airfare, lodging, ground transport, meals and incidentals. They **do not** include travel to and from your home and work site (that is, commuting expenses).
 - Expenses must be reasonable, necessary, and the most cost-effective option.
- These may only be submitted via an online Expense Sheet in Fieldglass. Only one Expense Sheet is permitted each week.
- Receipts for all expenses >\$75 must be attached to the Expense Sheet. Harvard reserves the right to ask for copies of receipts for items less than \$75. Under IRS regulations, a receipt must display:
 - 1. The date of the transaction
 - 2. The name of the merchant
 - 3. Transaction details (what was purchased)
 - 4. The amount of purchase
 - 5. The form of payment used (credit card, cash, check)
 - 6. Indication that the amount was paid
- Travel expenses must comply with Harvard University travel policy; that is, they must be reasonable, necessary, and the most cost-effective travel option.
- Harvard Managers are responsible for understanding and enforcing Harvard travel policy when approving expenses for Contingent Workers.
- Harvard will **not** pay for Contingent Workers expenses more than 30 days after they are incurred.



Total Talent. Teams. Technology.