# Onboarding Checklist: Action Items to Be Followed by New Faculty

☐ 1. **Visa Processes**: Once your appointment is confirmed, and well in advance of the appointment start date, international faculty, if applicable, should reach out to your appointing department for referral to the Harvard International Office regarding visa documentation and processes.

☐ 2. **Arrival Planning**: Visit the Registrar's Office website well before your start date to view the Academic Calendar, and look out for orientation emails, to plan your arrival. Contact your appointing department for more specific arrival information, to be sure all appointment documentation is in order, and to address any building or space planning needs. Also, investigate housing and childcare resources, if applicable, well in advance of your appointment start date.

☐ 3. **Completing I-9**: Reach out to your appointing department to complete an I-9 form remotely or in person upon arrival on campus. Please note that your appointment will not become active until an I-9 form is processed, which may take up to one week. Certain scholars must set up GLACIER accounts to calculate tax residency status.

☐ 4. **System Access/HarvardKey**: Once your appointment has been processed fully in the system (on or after your appointment start date), reach out to your appointing department about setting up access to HarvardKey, Canvas, email, and systems; and explore Research Computing options.

☐ 5. **Campus Access and Accessibility**: Once your appointment has been processed fully in the system (on or after your appointment start date), visit the Harvard ID Office to obtain a Harvard ID. Harvard University Disability Resources provides leadership to University efforts to ensure an accessible, welcoming working and learning environment for individuals with disabilities while ensuring compliance with federal and state regulations.

☐ 6. **Create or link your existing ORCID iD**, a unique persistent identifier for researchers and their research, publications, affiliations, awards, and grants, via Harvard ORCID Connect. The Harvard Library ORCID page provides information about the value of having an ORCID iD and how Harvard plans to use ORCID data. Additionally, please visit the Harvard ORCID Connect site to connect your existing ORCID iD to Harvard University.

☐ 7. **Benefits**: Select benefits within 30 days of appointment start date; set up direct deposit and personal, tax, and emergency information; and use the Day 1-30 Onboarding Tool all in PeopleSoft.

☐ 8. **Safety and Navigating Campus**: Visit the Harvard University Police Department website to learn more about safety resources on campus, and to sign up for required MessageMe alerts. The Campus Map and the Harvard International Office Welcome Guide are other helpful resources.

☐ 9. **Orientation and Training**: Attend an Office for Faculty Affairs orientation event, and any division- or department-specific orientation events. Reach out to key department or other University contacts as appropriate with any questions. Complete any necessary trainings (Title IX, IRB, etc.).

☐ 10. **Policies**: The FAS and the University hold certain shared values concerning teaching, research, and service, and faculty are expected to comply with all attendant School and University policies. You are responsible for familiarizing yourself with and adhering to these policies.

☐ 11. **Additional Resources**: During your academic appointment, explore, if applicable, Sponsored Research and Research Funding, Diversity & Inclusion, Harvard Library, Benefits, Payroll, Reimbursement, Transportation and Parking, and other resources available at Harvard.