New Employee Orientation
Agenda

• 1st Half
  – Overview & Introductions
  – HMS History
  – Structure of HMS
  – Current HMS initiatives
  – Mission Exercise
• Break!

• 2nd Half
  – Getting Here
  – Getting Up & Running
  – Getting a Paycheck
  – Key Programs & Policies
  – Making the Most of Your Resources
HMS Overview
HMS History and Achievements

- Founded in 1782, 3rd oldest medical school in the US behind Upenn and Columbia
- Medical advances made at HMS have had a huge impact on human health throughout the world. Some of these advances include:

  - The artificial respirator (iron lung), used extensively during the polio epidemic (1927)
  - Fertilization of a human egg in a test tube (1944)
  - Chemotherapy as treatment for leukemia (1947)
  - Development of poliovirus in a culture, which led to a vaccine (1949)
  - Development of the cardiac pacemaker (1952)
  - Herbert Benson publishes *The Relaxation Response*, pioneering the field of mind/body medicine. (1974)
  - George Church, a current faculty member, helps to develop the first direct genomic sequencing method, and to initiate the Human Genome Project. (1984)
HMS Nobel Laureates

Individuals recognized as Nobel Laureates during their tenure at HMS. Most were recognized for their efforts in science and medicine, however, the four individuals outlined below were recognized for their collaboration with their Soviet counterparts advocating for peace during the time of the Cold War.

- George Minot and William P. Murphy, 1934, Physiology or Medicine
  Research on liver treatment of the anemias
- Fritz A. Lipmann, 1953, Physiology or Medicine
  Identified coenzyme A and discovered basic principles of how cells generate energy
- John F. Enders, Frederick C. Robbins, and Thomas H. Weller, 1954, Physiology or Medicine
  Application of tissue-culture methods to the study of viral diseases, such as polio
- Baruj Benacerraf, 1980, Physiology or Medicine
  Discovered genetically-determined structures on the surface of immune system cells that regulate immunological reactions
- David Hubel and Torsten Wiesel, 1981, Physiology or Medicine
  Research on information-processing in the visual system
- Bernard Lown, Herbert Abrams, Eric Chivian, and James Muller, 1985, Peace
  Cofounders, with Evgueni Chazov, Leonid Ilyin, and Mikhail Kuzin from the Soviet Union, of the International Physicians for the Prevention of Nuclear War
- Joseph E. Murray, 1990, Physiology or Medicine
  Developed procedures for organ and cell transplantation in humans (with E. Donnall Thomas, formerly of the University of Washington)
- Linda Buck, 2004, Physiology or Medicine
  Discovered odorant receptors and the organization of the olfactory system, explaining the sense of smell (with Richard Axel, Columbia University)
- Jack Szostak, 2009, Physiology or Medicine
  The discovery of how chromosomes are protected by telomeres and the enzyme telomerase (with Elizabeth Blackburn and Carol Greider)
HMS Pre-Clinical and Translational Research and Education

as of October 2013

There are 3 groups found at HMS- Basic (Pre-clinical) Science, Translational Research and Education. Basic Science is where the bulk of lab research occurs. Translational Research is the process of taking the scientific knowledge generated in the pre-clinical stage and translating it into treatments for disease. The dotted lines are meant to show close collaboration and the sharing of resources among departments. The education of physicians and researchers is a large part of the school's mission. Below we see Medical Education and Graduate Education. The administrative departments support the research and education goals of HMS.

Note: Harvard loves it’s acronyms. This is one of the only times you will see Biological Chemistry & Molecular Pharmacology (or BCMP) spelled out. For more information about acronyms, please go to http://www.harvard.edu/faqs/acronyms
These are the Administrative Departments that support the research and education mission of the school. They are the typical functions that you’d find in most large non-profit organizations.

*Also reports to HMS Dean Flier*
Main Job Functions at HMS

**Research in the Basic and Social Sciences**
This is where most of the research at HMS takes place, whether with animals, test tubes, or through surveys and analyzing existing databanks. These staff and faculty make up roughly 2/3 of the HMS population.

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Research</td>
<td>849</td>
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<tr>
<td>Admin.</td>
<td>471</td>
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<tr>
<td>Education</td>
<td>140</td>
</tr>
<tr>
<td>Clinical</td>
<td>19</td>
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**Administration**
As detailed in the previous slide, these staff and faculty support the research and education piece of the mission and comprise a little less than 1/3 of the population.

**Education**
This takes place here in the classroom. Faculty involved make up about 10% of the HMS population.

**Clinical**
This refers to the on the job training for students. HMS paid faculty make only about 1% of our population, however, most faculty who provide on the job training are employed by HMS affiliated hospitals. If we were to include all non-paid faculty, they would make up over 90% of the chart.
HMS and its Affiliates

You may have already heard the term “on the Quad” in reference to an appointment status. This slide shows the distinction between “on the Quad” and in the hospitals. The physical Quad is Gordon Hall (the oldest building on the HMS campus) and the two buildings that stretch along the side of it.

On the Quad

- Pay and benefits from Harvard
- Work on HMS owned or leased property (Landmark Center)

In the Hospitals

- HMS doesn’t own a hospital or medical center, so it structures its relationships with affiliated hospitals such that students can get their on the job training with the doctors employed by those hospitals.
- 17 affiliated hospitals and institutes
- Doctors usually have non-paid faculty appointments with HMS. Having a faculty appointment here gives them certain privileges like access to libraries and PubMed.
HMS Affiliates

Harvard Medical School affiliates include some of the greatest hospitals in the world. People come from all over to the Longwood Medical area for its cutting edge treatments. People often cross back and forth between HMS and its affiliates throughout their careers.
Recent Developments at HMS
Harvard Medical School: Progress and Possibilities

- http://www.youtube.com/watch?v=11vjnp-kug8&feature=share&list=UUjG-bUhM813LndEDNOJNCcw
http://wyss.harvard.edu

- Initiative that’s breaking down traditional boundaries. While under the HMS umbrella, the Wyss includes research that is more like engineering and materials science.
- High-risk, science-driven approach based on a pioneering model of innovation, collaboration, and technology translation. They look to nature for inspiration.
- Mission:
  - discover the engineering principles that nature uses to build living things
  - harness these insights to create biologically inspired materials, devices
  - control technologies to address unmet medical needs worldwide and bring about a more sustainable world.
- Established by $125 million dollar gift, which at the time was the largest in Harvard’s history
- Since then it has been matched by another $125 million dollar gift to support ongoing efforts
- Interschool effort with faculty from HMS and affiliates, Faculty of Arts and Sciences, School of Engineering and Applied Sciences and the Harvard Graduate School of Design
- Biologically inspired solutions such as restoring balance in the elderly, reprogramming the immune system, and replacing animal testing in drug development.
The school’s response to the shortage of PCP’s.  
Established by $30 million gift from an anonymous donor  
Mission: to transform care by embracing service, wellness, patient and community empowerment, and innovation in systems for care and training at Harvard, academic health centers, and beyond.  
Center will focus on Education, Innovation, Community-Building, and Leadership Development  
Transform how primary care is delivered, and how medical practitioners and leaders are trained, so that they not only have the job skills but the leadership skills to make the field attractive to those interested.
Mission Exercise

How does your job contribute to the HMS Mission?

“To create and nurture a diverse community of the best people committed to leadership in alleviating human suffering caused by disease.”
Food for thought …

“The medical profession presents the most perfect interchange between science and art, offering the most direct alliance between intellectual conquest and the social good.”

George Eliot
from Middlemarch
Agenda

• 2\textsuperscript{nd} Half
  – Section 2: Getting Here
  – Section 3: Getting Up & Running
  – Section 4: Getting a Paycheck
  – Section 5: Key Programs and Policies
  – Section 6: Making the Most of Your Resources
Section 2: Getting Here

• MASCO CommuteWorks
  Stacey King, Program Coordinator
  O: 617.632.2796
  F: 617.632.2779
  Sking@masco.harvard.edu
  www.masco.org
Section 2: Getting Here
CommuteWorks Programs

• Helping Commuters Get To Work . . .
  - Ridematching
  - Shuttle Services
  - CommuteFit
  - Emergency Ride Home
  - MBTA Service Feedback Forms
  - Zipcar Discounts
HMS Programs for Getting Here

• **MBTA Pass Program:** [www.campusservices.harvard.edu/commuterchoice](http://www.campusservices.harvard.edu/commuterchoice)
  *Passes are administered through Crosby. Each week, new hire information is sent to Crosby Friday morning. As a new hire, you will not be able to register for a discounted pass until at least Friday afternoon. Your hire date will dictate what month you will receive a pass for. The cost is pre-taxed and will come out of your paycheck. If you choose a T and Subway pass, you will receive a plastic Charlie card that automatically renews each month. If you choose a Commuter Pass, you will receive a new paper pass in the mail each month.*

  *The parking office website offers information on parking, bike cage registration and maps, the HLC discounted car pool program, and directions as well as a variety of other resources.*

• **Maps:** [http://hms.harvard.edu/contact-us/maps-and-directions](http://hms.harvard.edu/contact-us/maps-and-directions)
  *A variety of maps can be found on the HMS website including a Longwood campus map, an interactive MASCO map, and a bike rack map*

• **Security Escorts:** 617-432-1379
  *HMS offers a security escort if you are leaving your lab or office late and do not feel comfortable walking to your car or public transportation on your own. Please call the number above to arrange for an escort.*
The Harvard ID Card

- Upon your arrival, please complete the three forms that your HR Coordinator provided you with in your initial meeting - the Harvard Longwood Campus Harvard ID application, the Risk Assessment form, and the Animal Related Risk Fact Sheet. You will need a supervisor's signature to complete the forms.

- The ID office is located in the Kresge Building and open Mon-Fri 8am to 4pm. For information, please call 617-432-0389.

- The wide strip of your ID card provides access to certain buildings, libraries, athletic facilities, museums, shuttle buses, university discounts.

- **Crimson Cash:** [http://www.cash.harvard.edu/](http://www.cash.harvard.edu/): The thin strip of your ID is for Crimson cash. It’s not a discount, but more of a convenience. You can use CC in the three café’s located on campus (Sebastian’s in the School of Public Health, Courtyard Café in the HMS Warren Alpert Building and Elements in the New Research Building).
New Employee Web Page & Intranets

*Note, for information outlining the HMS Information Technology – policies and support, please refer to the Participant Guide you received from your HR Coordinator or reach out to him or her directly*
The new employee web page is a step by step guide to getting started which you can access without your Harvard ID number.

Designed to help you through your first months at HMS and also throughout your career at Harvard.

The site includes links to many of the resources in this presentation.
Our Two Intranets

University-wide

HARVIE: Harvard Intranet for Employees

• Secured by your Harvard PIN and Harvard ID number.

• Examples of applications found in Harvie: PeopleSoft, CREW (reporting), ABLE (support for services), Oracle financial apps., etc.

Specific to HMS eCommons

• Secured by your eCommons ID and password.

• Examples of applications found in eCommons: email, file management, room scheduling, etc.
Staff Classifications & Getting a Paycheck
Staff Classifications

**Non-exempt employees**

- Eligible for overtime pay including the time-\&-a-\(\frac{1}{2}\) rate for hours worked above 40 hrs.

- Please be sure to clear and get approval for any overtime with your supervisor before working it.

- Hours worked & PTO need to be reported in PeopleSoft weekly. Absences reported in hour increments.

- Earn 3 weeks (15 days) vacation per year (30 day max ceiling).

- After 5 years, 4 weeks (20 days) vacation per year (40 day max ceiling)

- Absences are accrued after the 16th of each month.

- Absence balances can be found in Peoplesoft. Please be sure to keep an eye on your balances. Once they reach the ceiling max you will stop accruing days off.

- Two Unions at HMS: Harvard Union of Clerical and Technical Workers (HUCTW) and Service Employees International Union, Local 615 (SEIU).

**Exempt employees**

- No timesheets.

- Request absences in half-day increments.

- Earn 4 weeks (20 days) of vacation per year (40 day max ceiling).

- Absences are accrued after the 16th of each month.

- Absence balances can be found in Peoplesoft. Please be sure to keep an eye on your balances. Once they reach the ceiling max you will stop accruing days off.

- Non-union
Paid time off that accrues over time

- Vacation time accruals:
  - Non-exempt – 1 1/4 days per month
  - Exempt – 1 2/3 days per month

- Sick time:
  - 1 day per month for both exempt and non-exempt
  - 120 day max ceiling

- If you were to leave the university, you would be paid out your vacation time. Sick time, however, has no financial value. If you were to leave the university, your sick time would be placed in a bank that you would receive back if you were to return to Harvard.

Paid time off awarded in a lump sum

- Personal time:
  - Receive 3 days per calendar year.
  - For new employees, depending on your employment date, you’ll receive a prorated amount of personal time.
  - Personal days do not roll over. You must use them before December 31\textsuperscript{st}.
  - You will receive 3 new personal days on January 1\textsuperscript{st}.

Absences Granted as Needed

- Bereavement
- Jury Duty
- Excused Absences
- Time at Own Expense
Most people access PeopleSoft via Harvie. For more information regarding how to use PeopleSoft and what resources it has to offer, there is a full online training available via Eureka. You can find Eureka on the pull down menu at the top Right of the main Harvie page.
PeopleSoft self-service functions

Aside from completing time sheets and submitting absence requests, there are a number of things you can do in PeopleSoft under Self Service. Below, please find a few examples:

• Update home and office address

• Add emergency contacts. Please note: it’s very important that you add emergency contacts to your information

• Change direct deposit information. We recommend that you ensure that your paycheck is correctly deposited to a new account before closing the old account. If payroll tries to deposit your money into an account that no longer exists, it can cause delays.

• Update W-4 tax info

• Make your benefits choices: new hire, qualifying life events, and open enrollment. **Please note: you have 30 days from your start date to choose your benefits. If you do not choose within your 30 days, you will not be eligible for Harvard benefits again until a life event or the next Open Enrollment.**

• Register for upcoming Center for Workplace Development trainings.
Below is an example of the Biweekly Paycheck Calendar. You can find an updated version of this calendar in Harvie, as well as on the HMS HR website.

**Paychecks:** We recommend direct deposit for paychecks. You can still view and print any paystub in PeopleSoft if you choose direct deposit. It can take a few paychecks for direct deposit to process. If you are new and have chosen direct deposit, please keep this in mind. If you do not see your first paycheck directly deposited, it is possible a paper check was sent to your office address. If you have questions or issues, please reach out to your HR Coordinator or the HR line at 617-432-2035 and ask for the payroll representative for your department.
Key Programs and Policies

**Policies:**
- Harvard’s policies have been created in order to make a safe workplace environment for employees and to protect Harvard.
- You can find Harvard’s policies, such as the ones below and many others, on Harvie and on the HMS HR website:
  - Employee Conduct Policy
  - Sexual Harassment, Drug-Free Workplace and Smoking Policies
  - Confidentiality Agreement and Information Security Training
  - 90 day Orientation & Review period
  - Emergency Procedures (also found in the Participation Packet you received from your HR Coordinator)
- Please reach out to the Human Resources Office with any questions regarding clarification of policies.

**Programs**
- ePerformance (Performance Management): discussed further in upcoming slide
- Green Campus Initiative: Sustainability is a large part of Harvard’s culture. For more information and how you can participate please visit Harvie or the HMS website.
90 Day Orientation and Review Period (O&R)

- O&R applies to all new Harvard employees and admin/professional transfers.
- It provides an opportunity for you and your supervisor to evaluate the fit of the position.
- Completed online with your manager through a performance management process called ePerformance. (ePerformance Orientation and Review Summary).
- Either party may terminate the relationship for any reason during this review.
- Wait until after O&R period to use personal or vacation time.
ePerformance at HMS

http://hms.harvard.edu/departments/human-resources/tools-employees-and-managers/performance-management

- ePerformance is the PeopleSoft system for recording and capturing annual Performance Management Data.

- It encourages ongoing year round conversations between supervisors and staff.

- There are 3 stages: Planning, Support, and Review

- Participation is required, reviews are filed with HR.

- Goals are set for the fiscal year period (June through May).

- ePerformance covers both performance goals for basic job requirements and development goals to prepare you for the future of your career.
Confidentiality Agreement and Information Security Principles Training

Confidentiality Agreement:
• The annual acknowledgement of the confidentiality agreement is required of all Harvard employees.
• The acknowledgement occurs in PeopleSoft.

Information Security Principles Training:
• Online training on Information Security Principles is required of all new Harvard employees.
• Online training can be found on Eureka.
Making the Most of Your Resources
Benefits, Perks, Resources

- **Benefits Office Hours:** Office located in Smith Center. A representative is here every Friday. For an appointment, please call the main Benefits Office. **Please note: you have 30 days from your start date to choose your benefits.**

- **Fitness options: Harvard Athletics (Cambridge), Vanderbilt Hall, BodyScapes:** There are two facilities on the Longwood Campus- Vanderbilt Hall and BodyScapes. Each facility has different offerings. Please be sure to research both before making a decision.

- **Work/Life Program:** Harvard recognizes that its employees don’t work in a vacuum. It strives to offer a work/life program to help employees with life transitions and situations so they can be their best at work. For more information about what the Work/Life program offers, please visit Harvie or for the HLC Work/Life office: [http://www.hsph.harvard.edu/human-resources/worklife/](http://www.hsph.harvard.edu/human-resources/worklife/)

- **Outings & Innings:** Office located in Smith Center. A representative is here every other Wednesday. O&I offers everything from discounted movie tickets to discounted passes to sporting event passes. It also has a variety of other discounts and offerings. Please visit Harvie for more information.

- **Center for Workplace Development:** Harvard hopes to help you grow professionally. CWD offers a variety of programs on how to be more efficient in your role. Some programs are free, others have a fee. You can talk to your supervisor to discuss the possibility of the department picking up the fee. CWD comes to Longwood and offers lunchtime webinars. Please find a list of offerings in Harvie.
Problem Resolution Resources

• Compliance Hotline 877-694-2ASK (2275)

• Employee Assistance Program 877-327-4278

• Ombuds Office 617-432-4040

• HMS Office of Human Resources 617-432-2035
Harvard’s EAP is free, confidential help for staff, their direct family in the US and Canada and their household members. Counseling is available in over a dozen languages, and someone is available 24/7.

Below, please find a few topics the EAP can offer help with:

- **Mental-health problems**, including anxiety, depression and substance abuse
- **Work stress and crises** such as conflict, diversity issues and the illness or death of a coworker
- **Legal and financial** questions about such things as wills, divorce and debt
- **Family** issues involving relationships, parenting, alternative families and grief
- **Elder-care, adoption, and child-care** questions and referral requests
The HMS Human Resources Office is always a great place to start if you have any questions. You can reach out to your HR Coordinator or the HR Office directly at 617-432-2035.

Questions regarding:

- Paychecks
- Career development
- Taking a leave of absence (maternity, short term disability, etc.)
- How to solve a problem with a coworker, manager, or staff person
- Clarification of policies
- Other things related to your employment
Thanks!