Intern, Temps and Volunteer Hiring/Onboarding Process for Clinics/SPOs

Research Assistants (RA’s) are not considered interns/volunteers and follow a different hiring process: https://hls.harvard.edu/dept/hr/student-workers-at-hls/

Step 1: Complete HR Hiring Forms

- For hourly paid interns or temps (who are not HLS students):
  1. Submit QuickHire form in Peoplesoft within 30 days of the start date.
  2. While the QuickHire is in process, the intern must complete the HR payroll paperwork. It is recommended that the student complete payroll paperwork at least two weeks prior to their start date. The I-9 paperwork will be sent to them electronically from the HLS Electronic I9 email account, which includes detailed information about how to complete the form. Work cannot begin until the I-9 process is completed.

- For unpaid interns/volunteers:
  (includes non-HLS students receiving funding from their home law school)
  1. Send completed Volunteer and Unpaid Intern Questionnaires to Lauren George (lgeorge@law.harvard.edu) ASAP to confirm that the volunteer or intern duties fall within the appropriate FLSA guidelines. If you are planning for several students who have the same responsibilities, you only need to submit one questionnaire - please indicate how many students you are planning to hire in the email to Lauren. The questionnaire must be completed and approved before you extend offers to any potential interns or volunteers.

- HLS students paid through SPIF funding:
  1. Clinic/SPO completes the HLS employer response form and returns it to the HLS student employee to submit to Student Financial Services (SFS) through the SFS Self-Service Portal.
  2. Submit QuickHire form in Peoplesoft within 30 days of the start date.
  3. While the QuickHire is in process, the intern must complete the HR payroll paperwork. It is recommended that the student complete payroll paperwork at least two weeks prior to their start date. The I-9 paperwork will be sent to them electronically from the HLS Electronic I9 email account, which includes detailed information about how to complete the form. Work cannot begin until the I-9 process is completed.
### Step 2: Request HUID’s – (does not apply to HLS students)

#### For hourly paid interns or temps (who are not HLS students):

Interns paid through PeopleSoft are assigned HUID’s through the QuickHire process. No additional paperwork is necessary. This must happen before the [ITS New Account Request ticket in Service Now](https://itsnewaccount.ticketing.harvard.edu/) can be submitted by the clinic/SPO.

#### For unpaid interns/volunteers:

*includes non-HLS students receiving funding from their home law school*

1. Once approved by HR, the Clinic/SPO drafts and sends unpaid intern or volunteer letters to each unpaid intern/volunteer.

2. Clinic/SPO sends copies of the letters to Lauren George ([lgeorge@law.harvard.edu](mailto:lgeorge@law.harvard.edu)) in HR once they have been signed.

3. Complete [Person of Interest (POI) form](https://itsnewaccount.ticketing.harvard.edu/) for each intern/volunteer and submit to ID Services ([id_services@harvard.edu](mailto:id_services@harvard.edu)) and OCP ([clinical@law.harvard.edu](mailto:clinical@law.harvard.edu)).

   The POI role should be “Volunteer.”

   If physical access to the building is required, indicate so on the POI.

4. The POI authorizer will receive a confirmation email from ID Services once the POI has been processed.

   Once the POI is confirmed, the [ITS New Account Request ticket in Service Now](https://itsnewaccount.ticketing.harvard.edu/) can be submitted by the clinic/SPO.

   If an end date needs to be extended, send a new POI with an updated end date to ID Services, HR and OCP.
### Step 3: Request HLS IT Access – (does not apply to HLS students)

- **For paid interns/unpaid interns/volunteers regardless of category/payment:**

  1. Once Quick Hire or POI has been approved, submit an [ITS New Account Request Ticket in Service Now](https://its-request-project.requestдавard.com/service).  
     - On the form, the “Role or Affiliation” field should be “Clinical Interns.”
     - Enter the student’s primary email address in the “Alternate Email” field.
     - For hardware, software, or additional access not listed on the form, enter requests in the “Notes” field.
     - If TimeMatters is needed, include a note: “Create TimeMatters accounts for these users”
     - A clinical email account must be requested if the intern/volunteer will need access to VDI Clinics. In the “Student Clinical Email” field, enter Yes for their clinical email to be created.
     - For “VDI Clinic Account Type,” enter “Student.”
     - If you are hiring multiple interns/volunteers that need the same ITS services, you only need to fill out the form for one of them, and then attach an excel spreadsheet to the ticket that lists the HUID’s, first and last names, and primary email addresses of the additional interns/volunteers that require services.
       - Please add in the “Notes” field that the ticket is for multiple users, and that the excel spreadsheet contains the additional requests.

    Once the ticket has been completed, the user that submitted the ticket will be notified by email that the ticket has been closed. The clinic/SPO admin can then grant each intern/volunteer access to VDI Clinics (if applicable).

### Step 4: Required Forms and Other Resources

- **For all summer students regardless of category/payment:**

  Clinic/SPO sends the below completed forms for the following to OCP ([clinical@law.harvard.edu](mailto:clinical@law.harvard.edu)) within two weeks of the summer student’s start date:
  - **Nondisclosure Agreement**
  - **Confidentiality Policy**

**HLS Library:** If an intern/volunteer requires access to WestLaw and LexisNexis, they should email [research@law.harvard.edu](mailto:research@law.harvard.edu) with their request. Note: HLS students should already be set up in these systems.
Terminology

SPOs – Student Practice Organizations
https://hls.harvard.edu/dept/clinical/student-practice-organizations-spos/

SPIF – Summer Public Interest Funding
https://hls.harvard.edu/dept/sfs/spif/

HUID – Harvard University I.D. Number
https://hls.harvard.edu/dept/its/its-services/university-account-harvard-pin/

POI – Person of Interest Form

VPN – Virtual Private Network
https://hls.harvard.edu/dept/its/its-services/vpn/

Clinical Email Account
https://hls.harvard.edu/dept/its/clinical-it-services/clinical-email-system/

HLS ITS Service Now Portal
https://hls.service-now.com/sp/

VDI Clinics – Virtual Desktop for In-House Clinic/SPO Work
https://hls.harvard.edu/dept/its/clinical-it-services/vdiclinics-virtual-desktop-information/

Active Directory Tool – Web-based Platform for Clinic/SPO Admins to Assign VDI Clinics Access
https://hls.harvard.edu/content/uploads/2021/02/Active-Directory-Instructions.docx

Timeline for Summer Hiring:

Summer Positions Generally Start in May/June and End in August

- Step 1 – February/March/April
- Step 2 and 3 – April/May
- Step 4 – May/June
Template Email From HR Once Quick Hire Has Been Approved:

Dear ________,

Congratulations on your new position at Harvard Law School. In accordance with federal law, Harvard requires all employees complete a Form I-9 as part of the employment eligibility verification process. Harvard is also an E-Verify employer. All information collected is protected by industry standard SSL encryption.

To complete the employment documentation required to be hired and receive payment for your time, you will need to start the I9 Anywhere process by going through the link below:
https://hrx.talx.com/ec/#/login/21251/Template/5bb75ebd-9fea-4be4-83fd-26f2b5f946b6

Additionally, this paperwork must be completed in order to verify your employment in the future.

You will start by indicating Harvard Law School (HLS) as your Employer Location. Based on **YOUR CURRENT** address that you provide in Section 1 of the form, you will be directed to select a date and time to take your Section 2 documentation in person to a local Equifax/Tax location to complete the process. Please ensure you select an appointment day/time that will work with your schedule as a need to reschedule will delay the hiring process and your ability to begin working. For full instructions on the electronic I-9 process you can download the **I-9 Quick Start Guide**.

**This process must be completed before you begin working. Please respond with a confirmation that you received this email and are beginning this process.**

Please let me know if you have any questions.

Thank you,
Karen

**Please note: you cannot begin working until the entire onboarding process is complete **

Karen E. Gray  
Human Resources Information Systems Manager, Human Resources

HARVARD LAW SCHOOL  
Hauser Hall, Suite 010  
1575 Massachusetts Avenue Cambridge, MA 02138  
E-FAX: 1-617-812-2437  
kagray@law.harvard.edu  | pronouns: she, her, hers  
Meet the HR Team: https://hls.harvard.edu/dept/hr/about-us/
Subject: Confirmation: Authorized Person of Interest Role

Dear __________,

You are receiving this email because you have recently been named as the authorizer of a new or updated Harvard affiliation for the person listed below. Please note that, as an authorizer, you may be held accountable for how this person uses Harvard resources.

Person: Inter N. Clinical
HUID: 97543790
Role Type: Other
Role End Date: 2021-05-31
Update Date: 2021-02-03

If a role administrator is listed below, that person may also manage the affiliated individual's role on your behalf.

Role Administrator:

If you feel you have received this email in error, please contact us at ithelp@harvard.edu or +1 617.495.7777. Thank you!