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/](https://hls.harvard.edu/dept/hr/student-workers-at-hls/)

<table>
<thead>
<tr>
<th>Step 1: Complete HR Hiring Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ For hourly paid interns or temps (who are not HLS students):</td>
</tr>
<tr>
<td>1. Submit QuickHire form in <a href="https://hls.harvard.edu/dept/hr/student-workers-at-hls/">Peoplesoft</a> within 30 days of the start date.</td>
</tr>
<tr>
<td>2. While the QuickHire is in process, the intern must complete the <a href="https://hls.harvard.edu/dept/hr/student-workers-at-hls/">HR payroll paperwork</a>. 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.</td>
</tr>
<tr>
<td>➢ For unpaid interns/volunteers: (includes non-HLS students receiving funding from their home law school)</td>
</tr>
<tr>
<td>1. Send completed <a href="https://hls.harvard.edu/dept/hr/student-workers-at-hls/">Volunteer and Unpaid Intern Questionnaires</a> to Lauren George (<a href="mailto:lgeorge@law.harvard.edu">lgeorge@law.harvard.edu</a>) ASAP to confirm that the volunteer or intern duties fall within the appropriate FLSA guidelines. Send a copy of the questionnaire to <a href="mailto:clinical@law.harvard.edu">clinical@law.harvard.edu</a>.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>➢ HLS students paid through SPIF funding:</td>
</tr>
<tr>
<td>1. Clinic/SPO completes the <a href="https://hls.harvard.edu/dept/hr/student-workers-at-hls/">HLS employer response form</a> and returns it to the HLS student employee to submit to Student Financial Services (SFS) through the SFS Self-Service Portal.</td>
</tr>
</tbody>
</table>
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.request.service-now.com) 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) in HR once they have been signed.

  3. Complete Person of Interest (POI) form in the [Online POI Portal](https://onlinepoi.gov) (Request New POI). Once submitted, the Local Approver (HLS HR Department) will approve the POI and the POI Sponsor will receive an email notification of the approval.

  If an end date needs to be extended, go to the My POIs section of the POI Portal, and follow the instructions for updating the POI end date.

  Once approved, the POI Sponsor will receive an email notification that the end date change has been approved.

  Note: You must be on the Harvard Law VPN in order to connect to the POI Portal.

  4. Once the POI has been confirmed, the [ITS New Account Request ticket in Service Now](https://itsnewaccount.request.service-now.com) can be submitted by the clinic/SPO.
### 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.service-now.com).  
     - 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.
     - For “Time Matters Account Needed?”, select “None” or “Student.”
     - 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/