Pre-Hire

What steps do I need to take to ensure I can begin working?

Once the Student Hires team has reviewed and approved your hire request, if action is needed on your part during the onboarding process you will receive an email with the subject "Action Needed." Depending on your case, you may need to complete the Federal I-9 form, apply for a social security number or both.

If you do not receive an "Action Need" email, you do not need to complete any tasks as part of the onboarding process, but you should refrain from beginning work until you have received an appointment letter.

What is the Form I-9 Process and why is it required?

The Form I-9 is a federally required process for all new employees **to verify identity and employment authorization in the United States**. All U.S. employers must properly complete the Form I-9 for all individuals hired for employment in the United States. This includes citizens and noncitizens. **The I-9 needs to be completed within 3 days of starting work. You must complete section 1 & 2 of the I-9 process before you can begin working.**

I am an international Student on a student Visa. What do I need in order to be hired as a student worker at HLS?

Students at HLS on a J-1 or F-1 visa are authorized to work on campus provided they are presently residing in the US. As part of the hiring process, the Faculty Assistant or hiring contact that submits your request to hire will ask you what kind of visa you hold, as this is necessary information to the hiring process. You will also be guided to apply for a Social Security Number (if you do not have one), and/or completing the Form I-9 (if you have not completed one in the past year).

I am an International Student, and I have applied for my Social Security Number. Do I need my SSN to begin working?

You do not need to have received your SSN card from the Social Security Administration (SSA) in order to begin working. However, you will need to apply for a social security number through the SSA before you can complete the Form I-9, which you must complete before you can begin working.

How do I know that I am cleared to begin working?

Once you have completed all the necessary onboarding steps, and the Student Hires team has completed the hiring process, you will receive an email with an appointment letter. If your role is eligible for the HGSU (Harvard Graduate Student Union), it will contain details about the Union. If your role is not eligible for the HGSU, you will be issued a standard appointment letter. The start date in the appointment letter is the date in which you may begin working. It is only upon the receipt of the appointment letter that you may begin working.

Post-Hire

I am working for a faculty member; how do I gain access to PeopleSoft to enter my time?

You may log into PeopleSoft by navigating to: peoplesoft.harvard.edu. For step-by-step instructions on how to enter your time, please visit the HLS Student Hires website.

How do I enter/change the banking information for my direct deposit?

You may enter/change your direct deposit information in PeopleSoft. You will need your HUID and Harvard Key to log into the system. Once logged into PeopleSoft, you want to select Self Service, then My Pay. On the left side of the screen, you should see the link for Direct Deposit. Click that link and you will then be able to enter your account information. You need the bank's routing number, along with your account number. Once the information has been entered, please be sure to hit save!

I went to enter my time and the time tile is missing in PeopleSoft. What do I do?

It is likely that your position had an end date that has passed, and you no longer have PeopleSoft access. Please fill out this request form to let us know your name, HUID, specific position information (RA/TF, Faculty Name, course name, if applicable) and a brief description of the issue. If you have multiple positions that you need to submit time and request backpay for, please submit a new request for each of the positions.

I am a Harvard Student with multiple active hourly positions. How should I enter my weekly time?

Each hourly role you hold corresponds to an Employment Record Number (EMPL REC #). When entering in weekly hours, please be sure to select the correct EMPL REC # from the drop-down menu as this will ensure the correct funding source is billed. If you are hired in to more than one student worker position, we recommend noting the EMPL REC # for each position and referring to it as needed (especially when entering your time).

I am unsure of the EMPL REC # for my position. What do I do?

Please refer to any and all appointment letters you have received, as they will contain the corresponding EMPL REC # for those positions. If you have questions, please email us at studenthires@law.harvard.edu with your name and HUID and we will assist you.

I input my time under the wrong employment record number. What should I do?

Please email us at studenthires@law.harvard.edu with your name, HUID, and the correct information. Let us know which EMPL REC # the time should have been submitted to (and the name of the professor/supervisor) and provide us with a log of the hours worked, broken down by date (Ex. EMPL REC#2, Professor XXXXX, 8/29 – 4 hours; 8/30 – 2 hours; etc.)

I forgot to enter my time last week. What should I do?

If you have forgotten to enter your time for the previous work week, please fill out this [request form](). If you have multiple positions that you need to request backpay for, please submit a new request for each of the positions.

Why didn't I receive my paycheck last week?

Please email us at studenthires@law.harvard.edu with your name and HUID and we will research the situation.

What if I completed my work project sooner than expected, and I am no longer logging hours for a role?

Please work with the Faculty Assistant and email studenthires@law.harvard.edu with your name, HUID, and the name of the professor/supervisor you were working with, and we will adjust the end date of your employment record.

I am an international student working at HLS, and I have received my SSN Card, what is my next step?

Once you have received your physical SSN card, please update your SSN via the my.harvard portal. Instructions can be found on the Student Financial Services website.

If you are unable to update your SSN via the my.harvard portal, please send a photo of the card via HLS Secure File Transfer(HLS students) or via Kiteworks Secure File Transfer(non-HLS students) to the Harvard Payroll team:

To: ufs_crt@harvard.edu
Subject: Request SSN Update

Please do not send your Social Security Number via unsecured message or email.