

Guide to FAS HR for Managers and Staff

FAS Human Resources			FAS Finance	
HR Coordinator	HR Consultant	HR Leaves Consultant	FAS Recruitment Services	FAS Payroll Coordinator
<p>Is the first point of contact to FAS managers and staff regarding Harvard and FAS policies, processes and procedures.</p> <p>More information online</p>	<p>Communicates and implements HR programs and provides support, guidance and advice to FAS managers and staff regarding HR and organizational-related matters.</p> <p>More information online</p>	<p>Manages the administrative and compliance processes of staff leaves of absence.</p> <p>More information online</p>	<p>Works with FAS hiring managers on recruiting, from sourcing candidates to hiring. Consults and collaborates with hiring managers, department administrators and HR Consultants to understand and to meet FAS recruiting needs.</p> <p>More information online</p>	<p>Ensures timely and accurate payments to all FAS faculty, staff and student employees, while maintaining compliance with University policies and procedures.</p> <p>More information online</p>
<ul style="list-style-type: none"> • Supports and assists department administrators and managers with the review and processing of Asperin transactions. • Investigates Asperin and PeopleSoft related issues. • Answers questions pertaining to FAS appointments, policies, procedures and other such inquiries as the first point of contact to department administrators. • Manages, communicates and coordinates with FAS departments and LER (Labor and Employee Relations) on Temp/LHT (less than half time) violations to ensure compliance. • Serves as liaison to coordinate and process unemployment inquiries. • Monitors upcoming term appointment endings to ensure timely processing. • Assists departments with the processing and updating of various forms, including but not limited to ePerformance. • Maintains and administers <i>Employee Orientation and Review (O & R) Forms</i> in PeopleSoft. • Assists departments with various HR reporting requests. • Conducts exit interviews for staff grade 58 and below. 	<ul style="list-style-type: none"> • Partners with FAS managers, staff and HUCTW representatives. • Provides HR consulting support to an assigned portfolio of FAS clients. • Coaches managers and staff in connection with potential layoffs, organizational changes, staffing needs, performance management and progressive discipline, among other HR related areas. • Reviews and advises on FAS policies, processes and practices, including <i>PMF (Position Management Form)</i> and <i>CRF (Classification Review Form)</i> processes. • Provides guidance on a broad range of HR areas, including recruiting, orientation, salary planning and compensation, employee development and retention, talent management, career development, diversity, employee relations and employee terminations and departures. • Reviews and approves final Asperin transactions. • Advises on misconduct issues that may call for investigation. • Conducts exit interviews for staff grade 59 and above. 	<ul style="list-style-type: none"> • Advises and supports FAS employees for all types of leaves of absence. • Provides guidance and support on worker's compensation issues. • Administers workplace accommodation requests for FAS staff, collaborating with University Disability Services and OGC as needed. • Acts as the liaison between short term disability vendor/third party insurer and managers/staff for all leave of absence cases. • Provides education and guidance to FAS managers and staff regarding leave of absence requests. 	<ul style="list-style-type: none"> • Reviews, approves and posts FAS job requisitions for benefits-eligible positions. • Partners with hiring manager to manage recruitment process (intake meetings, diversity goals, process, sourcing and timeline). • Manages the selection process (resume review, phone screens, and reference checks). • Consults on diversity (sourcing and recruiting and additional outreach). • Conducts background screens, consults on salary equity reviews, will assist with reference checks and sends out all offers letters. 	<ul style="list-style-type: none"> • Resolves time and labor and/or absence management issues. • Corrects PeopleSoft records due to data entry errors. • Responds to inquiries regarding payroll issues. • Assists employees with paycheck detail inquiries. • Investigates situations with already approved Asperin transactions. • Administers off-cycle check requests. • Consults on tax withholding on specific payments. • Advises on I-9/Visa. • Adjusts timesheets to ensure correct payment.

Frequently Asked Questions

Q: I need help locating or completing an HR form. Who should I ask?

A: Contact an [FAS HR Coordinator](#) for assistance.

Q: If I have a benefits question, who should I ask?

A: Please call the Central Benefits number at x64001 or visit the [Benefits Office](#).

Q: I need help with an employee situation. Where should I begin?

A: Contact your [HR Consultant](#) for a consultation about how to handle your situation.

Q: I have a new employee starting within a few weeks. What are the things I should be considering before and during their first three months?

A: You can find helpful information about the onboarding process and the Orientation and Review Period at the [onboarding section](#) of our website.

Q: I need to post a vacant position. How do I begin the process?

A: Contact the [FAS HR Recruitment Services Team](#) at recruitment@fas.harvard.edu and follow steps on the [FAS HR Hiring Toolkit](#).

Q: How do I assist my employee with a leave of absence request?

A: Ask the employee to contact [Cherie Green](#), Leaves Consultant (x62553) to discuss the different options for leaves, and what is most appropriate.

Q: Who should I contact regarding a payroll issue?

A: Contact your [Payroll Services Coordinator](#).

Q: Who should I speak to regarding an academic position inquiry?

A: Contact Faculty Affairs at 617-496-9697.

Q: Who do I contact for training, administrative and transactional needs of departments and centers across FAS?

A: Contact the Administrative Systems Assistance Program (ASAP) team at fasasap@fas.harvard.edu or call ASAP Training at 617-496-7136. ASAP trainings and services are available at no cost to departments and centers across FAS.

Q: Who do I contact about my new hire paperwork and I-9 submission?

A: Contact your local department administrator and/or department manager who will guide you through the onboarding process. I-9 information is available [here](#).