New Employee Onboarding Checklist

Welcome to the Massachusetts Institute of Technology!

Your Guide To Becoming a Successful Employee
Welcome to the Massachusetts Institute of Technology! MIT is a world-class educational institution. Teaching and research—with relevance to the practical world as a guiding principle—continue to be its primary purpose. MIT is independent, coeducational, and privately endowed. Its five schools and one college encompass numerous academic departments, divisions, and degree-granting programs, as well as interdisciplinary centers, laboratories, and programs whose work cuts across traditional boundaries. We seek to develop in each member of the MIT community the ability and passion to work wisely, creatively, and effectively for the betterment of humankind.
New Employee Onboarding

During your first few weeks, there will be many forms to fill-out, colleagues to meet, and a new environment with which to become acclimated.

The enclosed information is designed to assist you in making a smooth transition into your new position and Institute community. Your supervisor may require you to complete some additional forms.

Your First Day

- Complete MIT’s Intellectual Property Agreement.
  - This form (in which MIT employees agree to assign to MIT those inventions which belong to MIT under our policy) needs to be completed by every MIT employee upon joining MIT. (This form must be completed even if you have previously signed one as a student or former MIT employee).

- Complete Employment Eligibility and Verification Form I-9.
  - You must complete Section 1, Employee Information and Verification, of Form I-9. You must attest that you are a U.S. citizen or national, a lawful permanent resident, or are otherwise authorized to work. You must present documentation establishing identity and employment authorization based on the most current Lists of Acceptable Documents on the I-9 form.

- Complete Employee Emergency Contact Form
  - This form will be used if an emergency occurs and we need to get in contact with one of your family member or friends.

- Register with the International Scholars Office, if needed.
  - If you are an international scholar on an academic appointment, you are required to register with the International Scholars Office (ISO). ISO is located in E38-219.
Your First Week

➢ Get your MIT I.D.

(THIS SHOULD BE DONE 3 TO 5 DAYS FROM TIME OF COMPLETING NEW HIRE PAPERWORK. CHECK-IN WITH YOUR GROUP ADMINISTRATIVE ASSISTANT TO SEE IF ID # HAS BEEN ISSUED.)

Visit the MIT Card Office located in the basement of the Stratton Student Center (W20-021) to Receive your MIT ID Card. You will need to present a valid picture ID (a passport, or US Government issued ID, such as a driver’s license) when requesting an MIT Card. Please Note: Driver’s licenses from foreign countries, college/university IDs from other institutions, credit/bank cards or insurance cards are not accepted.

The Card Office is open from 8:30 AM to 4:30 PM Monday through Friday except on the 1st and 3rd Fridays of every month when there will be a late opening of 9:30 AM.

➢ Getting Your Electronic Credentials

As a member of the MIT community, you have access to a wide range of computer-based facilities and tools that will help you to get your work done. To take advantage of many of these electronic resources, you first need to establish an official identity that will allow you to pass through MIT’s online security systems. Just complete these five steps:

1. Obtain your MIT ID number. (See your confirmation letter or check with your department contact.) MIT assigns everyone in the community a unique MIT ID number. By itself, your MIT ID number does not give you access to any systems or resources at MIT. However, you will need it when you set up your electronic credentials. Find the 9-digit MIT ID number on your MIT ID Card or on your offer confirmation letter.


1. Obtain your web certificate.
2. Prepare your computer: install the MIT Certificate Authority
3. Install your personal MIT Certificate.
4. View and update your online information at Employee Self-Service. Visit your Personal Information Pages.
5. Review safe computing practices. Visit IT Security at MIT.
Complete required payroll paperwork

This paperwork can be completed using the online Employee Self Service at (http://web.mit.edu/sapwebss) under the Money Matters tab. Here you need to complete the following: Tax Withholding (W-4), and Direct Deposit. Also, here under ePaystubs employees can view their monthly/weekly salary payment.

If you are a foreign national you may be eligible for coverage by a tax treaty. Application of tax treaty coverage is not automatic. You must complete the appropriate forms which can be picked up from the Payroll Office, NE49-3131. If you are unsure of your eligibility to be covered by a tax treaty, please email payroll@mit.edu with your name, MIT ID and country of tax residence and someone will get back to you with information on your eligibility.

PLEASE NOTE: Tax Treaties are not automatically renewed from year-to-year. You MUST complete a form every calendar year. Check with HR/Payroll in early January (before your January payment) to see whether you are eligible for a tax treaty for the new year.

The HR/Payroll walk-in service hours in NE49-3131 are 9:30 am – 4:30 pm, Monday – Friday.

Campus Tours

Regularly scheduled student-led campus tours are conducted Monday through Friday at 11:00 AM and at 3:00 PM, excluding holidays and the Winter Break period (December 13th-31st). The campus tours depart from the Building 7 Lobby, located at 77 Massachusetts Avenue, and generally last 75-90 minutes. Reservations are not required.
Benefits and Eligibility

You are eligible for health and medical plan coverage if you are paid by MIT, are appointed to work at MIT for at least three months (a postdoctoral fellow must have a fellowship appointment of at least nine months), and work at least 50% of the normal full-time work schedule.

You must enroll in the following benefits within 31 days from receipt of your “Welcome Letter.” This letter is sent to you by the central Human Resource Office. You can enroll online at the Employee Self Service Center [http://web.mit.edu/sapwebss/PS1/home.shtml](http://web.mit.edu/sapwebss/PS1/home.shtml).

- Dental Plan
- Health Plan
- Flexible Spending Account
- 401(k) Plan
- Supplemental Life
- Vision Plan
Responsible Conduct of Research

MIT expects that all researchers at MIT carry out their work according to the highest ethical and professional standards. The responsible and ethical conduct of research (RCR) is critical for excellence in science and engineering, as well as maintaining the public’s trust. Responsible Conduct of Research Training is a framework for imparting these standards, and a critical component of scholarly and career development. MIT has selected the CITI course in the Responsible Conduct of Research (RCR) to provide a basic course in RCR. We encourage everyone in the MIT community to take this training. This training will require your MIT certificate, so that your training can be linked to the MIT Enterprise Learning system.

Take the Training

The CITI course in the Responsible Conduct of Research (RCR) provides a comprehensive basic course in RCR for faculty, undergraduate and graduate students, postdoctoral associates and fellows, research staff and administration.

You will need an MIT personal certificate to log into the CITI website. Once you have a certificate you may log into the CITI website to complete your RCR training.

http://osp.mit.edu/compliance/responsible-conduct-of-research-rcr/register-for-rcr-training

All completion reports will be transmitted to MIT's training record module within SAP. Once you complete the training, no further action is needed.

PLEASE NOTE: You may download a copy of the publication On Being a Scientist: A Guide to Responsible Conduct in Research by visiting the Department of Biology web site Intranet section under the Resources pages.
The Department of Biology conducts training sessions on a regular basis. Before a new employee can begin to work in a lab, the following needs to be completed:

- Read and fully understand the Biology Safety & Chemical Hygiene Plans. You access/download these manuals from the Biology Department website under the Intranet Site
- Complete Biology Safety Plan Questionnaire located on page 11-14 of the Safety Plan
- Complete lab-specific training with your Lab EHS representative
- Review the Emergency Action Plan for specific area
- Log into the EHS training website http://ehs.mit.edu/site/training to complete Training Needs Assessment

Once you have completed all of these requirements, you will need to complete the Department of Biology’s Safety Program Compliance Form (included in this packet or can be downloaded from our Intranet Site). After fulfilling this requirement, you will be able to have key(s) issued and begin your work in the lab.
Building Access

Your MIT ID Card is used to access Building 68 exterior and interior doors before or after normal business hours. This access will be provided to you by the Operations Manager. If you require access to any other secured area(s) within Building 68, please complete the Building 68 Access Card Request Form, located in the Biology Headquarters Office, 68-132.

Keys
To order keys, go to the Building Services tab in SAPweb. Click on “Keys” under the Basic Services heading. Fill out the online form and click “Submit”. Save the MIT Key Request Form as a PDF.

Email this PDF to biokeys@mit.edu for approval. The Key Authorizer will review the request and if approved will forward the request to the Department of Facilities. You will be notified when the keys are ready. Keys should be picked up at the Customer Service Center in Room 7-019. Pick-up times are from 8:00 a.m. to 4:00 p.m., Monday through Friday. In order to obtain your keys, you will have to show a valid MIT ID and sign for the keys. When the keys are no longer needed, they should be turned in to John Fucillo, Operations Manager, 68-133. You will have to complete a Key Return Form (same as when requesting keys).
Parking and Transportation at MIT

We offer a variety of choices for commuting to MIT

**Subsidized T-Passes**
Apply online for a T-pass at [https://commuting.mit.edu/](https://commuting.mit.edu/)

**Bicycling**
There are three bicycle compounds located around campus (rear of Building 13, in the West Garage, under Building E53 in the Hermann Garage). To gain access cards to these compounds send an email to commuting@mit.edu. Bicycles need to be registered with the MIT Parking and Transportation Office.

Register your bike online at [http://web.mit.edu/facilities/transportation/bicycle_reg.html](http://web.mit.edu/facilities/transportation/bicycle_reg.html)

The Department of Biology has its own bike room located in 68-192 (north side of building). This room can be accessed from an exterior and interior door using your MIT ID Card.

Around campus there are five fix-it stations to help bicycle commuters maintain their bicycles for more safe and efficient commuting. The fix-it stations are located outside of Building W35, Building 9, Building 32, Building E15, and Building E51. Full-time employees who commute to work by bicycle and are not enrolled in another MIT commuting benefit program are eligible for reimbursements related to their commute. For more information about bicycle commuter benefits [http://web.mit.edu/facilities/transportation/bicycling_benefits.html](http://web.mit.edu/facilities/transportation/bicycling_benefits.html)

**Carpool/Vanpool**
Commuters who want to join or start a carpool must identify themselves to their respective department Parking Coordinator.

**Parking Permit**
Parking Permits are based on availability. See Francine Chaput in 68-132, Department Parking Coordinator to see what is available.
Parking and Transportation continued

Shuttles

- **Saferide** provides a safe means of transportation at night within and around the MIT campus.

- **The TECH Shuttle** provides a safe means of transportation around the campus on weekdays.

- **The Daytime Boston Shuttle** runs from 8:00 AM to 5:54 PM weekdays during the school year (September through May).

- **The Weekend Boston Shuttle** The Weekend Boston Shuttle runs on Saturdays and Sundays from 9:30 AM to 5:25 PM during the spring semester.

- **EZRide** provides transportation between Cambridgeport, MIT NorthWest Campus, Kendall Square, Lechmere, and North Station. An MIT ID is required to ride.

  - Service every eight minutes between Cambridgeport and North Station during morning and evening peak commuter hours. The stop for shuttle is located on Main Street between Legal Sea Foods and MIT Coop. See EZRide Shuttle schedule [http://www.charlesrivertma.org/program_ezride.htm](http://www.charlesrivertma.org/program_ezride.htm)

Zipcar

MIT has thirteen Zipcars all around campus. Apply online for a Zipcar account: [http://www.zipcar.com/mit/](http://www.zipcar.com/mit/)

For more information about the Zipcar program, please visit their website, [http://www.zipcar.com](http://www.zipcar.com).
Payroll and Pay Periods

Weekly, Nonexempt

- 52 yearly paychecks (every Friday)

Support and Service staff should go to the Employee Self Service (ESS) site at [http://web.mit.edu/sapwebss/](http://web.mit.edu/sapwebss/) and click on the Time tab. Here you will be able to access, review, enter, and submit time sheets to your Time Approver. (If you support a faculty member, please make sure you print out a copy of your time sheet once hours have been entered. Your time sheet needs to be signed by your faculty supervisor and turned-in to the BioFinance Office, 68-157 for approval no later than 3:00 pm on Fridays.)

Monthly, Exempt

- 12 yearly paychecks (last working day of each month)

Administrative and Sponsored Research Staff will automatically be paid without any further action. Payments will be deposited to the financial institution identified on the Direct Deposit Form.
Vacation Accrual

MIT Personnel Policy

4.2.2 Earning Vacation

a. **Number of Vacation Days** Employees accrue 15 days of vacation for the first year of employment and 20 days of vacation each year after the first year. This works out to a monthly accrual of 1.25 days during the first year and 1.6667 vacation days per month after the first year. Part time employees accrue vacation on a pro-rated basis.

Vacation is accrued while employees are on paid leave status, including sick leave, extended sick leave, vacation, and worker’s compensation leave. Vacation generally does not accrue when employees are on unpaid leave.

b. **Fifth Week Vacation Credit** In recognition of long-term service to the Institute, employees with 10 or more years of full-time service will be credited an extra five days of vacation, beginning on each anniversary of 10, 15, 20, 25, 30 etc. years of service. The extra fifth week must be taken within the 5-year period and does not carry over from one 5-year period to another. Employees must designate when they are using the fifth week vacation.

c. **Limit on Accruals** Employees cease to accrue their regular vacation once they have a balance of 40 days. However, the 5th week vacation credit will still be credited even if the employee is at the 40-day cap.
Taking Vacation

MIT Personnel Policy

4.2.3 Taking Vacation

a. **Scheduling of Vacation** Prior to requesting vacation leave, an employee should check to determine his or her current balance. Supervisors have responsibility for coordinating and approving vacation schedules of their employees, following employees’ preferences whenever work requirements in the department permit. The amount of vacation to be taken in any one period of time should be discussed well in advance with the supervisor, to allow adequate time to plan for work coverage.

In the rare case where, due to operational necessity within a unit, an employee is not able to take enough vacation to stay within the 40 day accrual limit, requests for alternative ways to provide the vacation benefit may be presented to the Vice President for Human Resources.

b. **Using Vacation Not Yet Accrued** At the discretion of the supervisor, an employee may take up to 5 days of vacation that has not yet been accrued.

c. **Vacation Pay at Termination** A terminating employee is paid in full for earned and unused vacation hours, including any applicable shift differential. Any unaccrued vacation that was paid in advance will be deducted from the final check. The maximum amount of unused vacation that is paid at termination is 40 days, plus any days remaining from the extra fifth week of vacation. There are no exceptions to this policy unless approved by the Vice President for Human Resources.
Vacation Reporting for Exempt Employees

Once your supervisor has approved your vacation time you will need to report your day(s) using MIT’s Vacation Tracker.

Accessing Vacation Tracker
To access Vacation Tracker, please go to SAPweb Self Service.
http://web.mit.edu/sapwebss/PS1/home.shtml
Select the time tab.
Then select SRS Vacation Tracker.
A screen showing your recent vacation history and current balances will appear.

To submit vacation days:
Navigate to the add/change vacation section.
Click the date box to pull up a calendar.
Select the desired day for vacation.
(At present each day must be recorded individually, but with a system enhancement, you will eventually be able to select a block of days for reporting.)
Choose full day or half day.
Choose regular or 5th week vacation type.
Click add button to add your selection.
Repeat this process to record additional vacation days.
When you have input all of the days you wish to report, click submit vacation button.

You may report future vacation up to 30 days in advance. All vacation should be entered in a timely manner, either prior to taking vacation or upon the employees return to work. For auditing purposes, the Biology Finance Office requires either an electronic form or a paper form signed by the supervisor. The Vacation Request Form is located at http://mit.edu/biology/www/forms/vacreq.html
Once your supervisor has approved your vacation time you will need to report your day(s) using MIT’s Employee Self Service when entering your work hours.
## Institute Holidays

The following are recognized Institute Holidays and the day/ dates on which the holidays are observed.

<table>
<thead>
<tr>
<th>2012 Holiday</th>
<th>Day</th>
<th>Date Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>Monday, January 2, 2012</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>3\textsuperscript{rd} Monday in January</td>
<td>Monday, January 16, 2012</td>
</tr>
<tr>
<td>President’s Day</td>
<td>3\textsuperscript{rd} Monday in February</td>
<td>Monday, February 20, 2012</td>
</tr>
<tr>
<td>Patriot’s Day</td>
<td>3\textsuperscript{rd} Monday in April</td>
<td>Monday, April 16, 2012</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
<td>Monday, May 28, 2012</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>Wednesday, July 4, 2012</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1\textsuperscript{st} Monday in September</td>
<td>Monday, September 3, 2012</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>2nd Monday in October</td>
<td>Monday, October 8, 2012</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>November 11</td>
<td>Monday, November 12, 2012</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4\textsuperscript{th} Thursday in November</td>
<td>Thursday, November 22, 2012</td>
</tr>
<tr>
<td>Day after Thanksgiving Day</td>
<td>Day after Thanksgiving</td>
<td>Friday, November 23, 2012</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>Tuesday, December 25, 2012</td>
</tr>
</tbody>
</table>
MIT Personnel Policy

4.3.6 Amount of Sick Leave
Full-time and part-time employees will be credited with 12 days of sick leave on the employee’s anniversary date of each year, provided that they:

a. work at least 50% of a regular work schedule, and
b. have completed at least six months of service at the Institute.

New employees are credited with one day of sick leave after completing each of the first six months of employment. At the end of the first six months of service, employees are credited with one additional day of sick leave for each month remaining until the employee’s next anniversary date.

Unused sick leave may be carried over and accumulated to a maximum of 192 days. Sick leave is paid at normal straight-time rates, plus any applicable shift differential, and must be reported on attendance records as required by the Institute’s payroll policies for non-exempt personnel.

4.3.18 Amount of Personal Leave
Under this policy, regular Support Staff who are scheduled to work at least 50 percent time and who have completed six months of service at the Institute, may use up to three days of their sick leave accrual each year for absences associated with personal situations such as home repairs, or legal or financial business which necessitates short-term absences. Employees may also use all or part of their personal time for the illness of a family member, in addition to the three days from their accrued sick leave that they may use for family illness.
4.3.16 Sick Leave Policy for Administrative and Sponsored Research Staffs

There is no formal method of sick leave accrual or accounting for members of the Administrative and Sponsored Research staffs. A reasonable number of justifiable absences are paid in full. Extreme cases of extended illness or accident will be treated on an individual basis, with due regard to length of service at the Institute and other relevant factors, and may be paid for the duration of the absence up to but not normally exceeding a period of six months. Cases extending beyond six months will be reviewed for the purposes of determining eligibility for Long-Term Disability Plan benefits. Medical evidence may be required when, in the opinion of the supervisor, the need is indicated by the pattern of sick leave usage or the period of absence. Department Heads are responsible for reporting a continuous absence greater than one month to the Human Resources Officer for their department for review.
3.10 Policy on Harassment

Harassment of any kind is not acceptable behavior at MIT; it is inconsistent with the commitment to excellence that characterizes MIT's activities. MIT is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment may therefore lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at MIT or that creates an intimidating, hostile, or offensive educational, work, or living environment. Some kinds of harassment are prohibited by civil laws or by MIT policies on conflict of interest and nondiscrimination.

Harassment on the basis of race, color, sex, disability, religion, national origin, sexual orientation, gender identity, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect educational or employment decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, visual displays of degrading sexual images, sexually suggestive conduct, or offensive remarks of a sexual nature.

The Institute is committed under this policy to stopping harassment and associated retaliatory behavior. All MIT supervisors have a responsibility to act to stop harassment in the areas under their supervision.

Any member of the MIT community who feels harassed is encouraged to seek assistance and resolution of the complaint. MIT provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation. Institute procedures are intended to protect the rights of both complainant and respondent, to protect privacy, and to prevent supervisory reprisal.
Other Resources That May Be of Interest

Personal Assistance Program
Provides specialized counseling and referral service to employees who face issues that may affect their work or family lives. To schedule an appointment call 617-253-4911.

Center for Work, Family, and Personal Life
Offers a range of direct services and spearheads projects that enhance the quality of life for the MIT community. Services such as consultations and referrals are available at no cost to MIT students, staff, and faculty, as well as to their partners and families. If you would like more information about their services call them at 617-253-1593 or visit them in room Bldg. 16-151.

Technology Children’s Center
MIT has three centers on-campus (Eastgate, Westgate and Stata)
If you have any questions regarding any of these centers, please call 617-253-1720 or visit their web site http://hrweb.mit.edu/mitchildcare/index.html

MIT Summer Day Camp
Summer programs for girls and boys ages 6-13. To learn more about these programs visit their web site http://web.mit.edu/daycamp/welcome.html

MIT Activities Committee (MITAC)
Offers employees with discounted events ranging from theatrical events, major league games, concerts, movies, day trips, and much more. Located in Bldg. 32, Stata Lobby. Open from Tuesday – Friday from 11:00am – 4:00pm. Check out their web site to see what they are offering http://web.mit.edu/mitac/index.html

MIT Zesiger Sports and Fitness Center and the Alumni Pool Wang Center
There are various fitness and recreational programs/services offered. To learn more about membership and events visit the centers or web site http://mitrecsports.com/

MIT Student Furniture Exchange
Sells used furniture and household goods at bargain prices. They are located at 350 Brookline Street, Building WW15 Cambridge, MA., Phone: 617-253-4293. Business hours are from Tuesdays and Thursdays 10am – 4pm and First Saturday of each month 10am -1pm.
Campus Emergency Numbers

MIT Police
100 (from a campus phone)
617.253.1212 (from a mobile phone)

Environmental Health & Safety
100 (from a campus phone)

MIT Ambulance
100 (from campus phone)
617.253.1311 (from a mobile phone)

MIT Snowline
x3.SNOW (from campus phone)
617.253.SNOW or 617.253.7669 (from a mobile or off-campus phone)

Saferide
x8.6510 (from campus phone)
617.258.6510 (from a mobile phone)

Not sure whom to call?
Dial the MIT Police. They will summon other emergency services as necessary.