



HARVARD COLLEGE OBSERVATORY

HIRING WORKFLOW – TEMP, LHT, & STUDENTS

- ⇒ Division Administrator (DA) fills out* the [Appointment Form](#) and sends it to Appointment Administrator (AA - Sonia).
- ⇒ DA informs New Hire to reach out to AA to set up an appointment to complete the [I-9 form](#)**
- ⇒ AA enters the appointment into PeopleSoft. Once the appointment is approved - AA informs DA and provides HUID
- ⇒ DA reaches out to new hire and assists with onboarding and provides the new hire [Set Up & Payroll Instructions](#)

* If hiring a student using work study, they need to first register at the [Student Employment Office](#) before their Appointment Form is submitted.

** The I-9 Form can be completed up to one month in advance but per IRS regulations **must** be completed no later than 3 business days after starting work (Day 1 being your first day).

Please note: the appointment cannot be approved until an I-9 is processed in the system.