

Faculty Aide Program Application Instructions

Login with your Harvard key to SEOS: <https://work.seo.harvard.edu/>

FAP Projects

Actions ▾

- + Create Project
- Download

Job Location

Period of employment

Create/Submit Date

mm/dd/yyyy mm/dd/yyyy

Search

Show 10 entries Filter:

Project	Faculty Name	Action
No data available in table		

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In the new system this will be your landing page whether you are a Faculty Member or an admin for the faculty member. To create your new Faculty Aide Program Research Project, you will click Actions and then Create Project to get started with your application.

On the application page you will need to complete the following:

Basic Information

Period of Employment: this is the academic period during which your start and end dates fall. If your job crosses multiple employment periods, you will need to resubmit the project information under additional periods.

- **Summer July -August**
- **Fall & Spring**
- **Summer May -June**

Project | Spending

Basic Information

Year

2023-24

Period of employment

-

Job Location

On-Campus

Project Status

Project Title

Faculty Information

HUID

-

First Name

Last Name

Email

Title

Phone

Department

Admin Information

Add Supervisor

Name

Email

Phone

Extn.

Job Location:

- **On-Campus:** Select On-campus designation is used when working within a department with access to Harvard's payroll. Most projects may be considered on campus, and the department administrator for the faculty member can provide the needed billing information.
- **Off-Campus:** Select only if the research project will be funded by an external Harvard organization such as Children's Hospital, or Mass General, etc.

Project Title: Name of the research Project:

Faculty Information: This will auto-populate if you are the faculty member. If you are an admin that was selected as a delegate for the faculty member, you would click the dropdown box in the HUID field and select the faculty member HUID who you are submitting the project for on their behalf. If you do not see the faculty HUID on the drop down, then please email seofap@fas.harvard.edu.

Admin Information: This is the person who will also receive the project confirmation emails and timesheet approvals and are designated as supervisors as well

Name: First and last name of admin

Email: Email address of admin listed

Phone: Phone number to contact the admin

EXT: extension number if applicable

If you need to add additional supervisors, you can click add supervisor and repeat the same steps. All supervisors listed will receive the emails attached to this project.

Admin Information

Add Supervisor

Name

Email

Phone

Extn.

Supervisor 1

Delete

Name

Email

Phone

Extn

Active

Billing Information

Tub

Org

Object

Fund

Activity

Sub Activity

Root

Billing Contact

Department

Email

Phone

Extn

Street

City

State

Zip

Employment Information

Nature of Research

Student duties and requirements

Billing Information: If it is an on-campus department you will need to enter the information below. Off Campus would go directly to the billing contact information section.

This is the costing string you would want the student hired on for the wage share.

Tub: Your department 3-digit Tub

Org: 5 Digit Organization code

Object: 4-digit object code. (Summer would be 6120, Fall & Spring would be 6110)

Fund: 6-digit fund

Activity: 6-digit activity code

Sub-Activity: 4-digit Sub activity code

Root: 5-digit Root number. (Usually attached to the faculty member name)

Billing Contact:

- For on-campus this is the person we would reach out to in the event we need to journal overages to your departmental account.
- For off-campus this would be the individual we would send invoices to for the project share of the wages.

Employment Information

Nature of Research: You would enter a description of the research project and what your goals are for the project.

Student Duties & Requirements: You will outline what the student will be doing in this research project.

Adding a student:

Click Add Student and plug in their HUID. First, Last, Email, Status and Exp Grad Year will auto populate based on their HUID.

Job Category:

- Admin: Select this if the student is doing administrative work assisting with the project and not direct research.
- Research: If the student is conducting direct research on the project.

Start Date: The date the student will begin the research position (the period of employment you selected impacts the dates you can enter here)

End Date: The date the student will end this position.

Hourly Rate: The dollar amount the student will be paid hourly for this position.

ERN: Will be entered by our office, when we process the hire.

Active I-9:

- If yes, this means we will not need to complete an I-9 for student for them to begin working:
- If no, the student cannot begin working until we process their I-9.

Job Description: Outlining what the student will be doing specifically on the research project. If it is not different than the Student Duties & Requirements.

Student Details [Add Student](#)

Student 1 [Delete](#)

HUID

First Name

Last Name

Email

Status

Exp. Grad Year

Job Category

Start Date

End Date

Hourly Rate

ERN

Active I9

-

mm/dd/yyyy

mm/dd/yyyy

-

Job description

Save

Submit

Back to List

Once you have completed the application you can then press Submit for our office to review. You will receive a confirmation email that your application was received.

Important things to Note:

You will be able to track the student timesheets under the Spending tab as well as your fiscal responsibility for the project.

Project	Spending	Emails			
Approved Amount Employer Share Employer Fringe Amount					
Week Ending	Student Name	Reported Hours	Reported Amount	Approved Hours	Approved Amount

If you need to add an additional student to the project, you can come back to your project and add additional students as opposed to submitting another application.

If you want to add an admin under your account to complete applications on your behalf, please email seofap@fas.harvard.edu