Administrator Checklists for Postdoc Appointments: Offers, Onboarding, and Appointments

Table of Contents

- Onboarding a New Postdoc
- Reappointment of a Current Postdoc
  - Standard Reappointment
  - Reappointment with Changes in Job Duties and/or Decrease in Salary/Stipend
- Postdoc Classification Change for a Current Postdoc (between 093, 094, 095)
- Postdoc Department/Advisor Change for a Current Postdoc
- Termination of a Current Postdoc
  - Non-Reappointment
  - Early Termination
    - Due to Postdoc Resignation
    - Due to Loss of Funding
    - Due to Unsatisfactory Performance
Onboarding a New Postdoc

1. Obtain [J-1 Scholar Job Code approval](#) (if applicable)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. J-1 Scholar Job Code Approval form
      ii. CV
      iii. Copies of all degrees earned
      iv. External funding letters (if applicable)
      v. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.
   b. Once J-1 Scholar Job Code Approval is granted, complete and process the J-1 application forms by working with the [International Services Office](#).

2. Have the [offer letter](#) (use GEPA template) signed by GEPA (prior to the postdoc signing)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. Offer letter draft
      ii. CV
      iii. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

3. Before the postdoc start date (no more than 2 weeks before), submit the 520 form.
   a. To submit the 520 form, email GEPA_PAF@urmc.rochester.edu with:
      i. 520 form
         - For all 094 postdocs, include an FAO in the Health Insurance section which can be billed for the departmental portion of their health insurance, should they elect to sign up for coverage. If they waive this insurance through proof of comparable coverage elsewhere, this FAO will not be billed.
      ii. Fully signed offer letter
      iii. CV
      iv. Copy of doctoral degree, letter from Registrar, or confirmed degree verification letter stating that all degree requirements are complete
      v. [Postdoc Information Form](#)
         - Register for an ORCID iD at [https://orcid.org/](https://orcid.org/)
         - If an arriving 094 postdoc does not yet have a US mailing address, their lab’s mailing address should be temporarily used for this purpose. The department should instruct the postdoc to update their address in HRMS as soon as they have secured a local residence.
      vi. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

4. At least one week before the postdoc start date, complete the I9.
   a. The department administrator works with the [Office of Human Resources](#) to provide the postdoc with the necessary links to complete section 1 online and to schedule an appointment to complete section 2 in person.
5. Onboarding/maintenance checklist
   a. At start
      i. Request URMC email address
      ii. Follow the directions at https://orcid.lib.rochester.edu/ to link ORCID iD to the University of Rochester.
      iii. Help postdoc obtain UR ID badge, spouse if applicable
      iv. For foreign national postdocs
         1. Assist with Glacier, directing questions for using the application to glacier@hr.rochester.edu
         2. Advise re: bank accounts/direct deposit
         3. For J-1 visa holders: ensure postdoc checks in with ISO and attends a J-1 Scholar Check-in and Orientation
         4. If applicable: help postdoc obtain a social security number after J-1 Check-in/Orientation to ensure paycheck continues
   b. Within 2 weeks of start date
      Note: all documentation for this purpose must be managed and maintained at the department level.
      i. Collect signed Intellectual Property Agreement.
      iii. If applicable:
         1. Ensure Mandatory In-Service training is completed (via MyPath).
         2. Ensure lab safety/animal resource training is completed.
   c. Within 30 days of start date
      i. Help GEPA and Gallagher ensure that the postdoc either enrolls in or successfully waives (by showing Gallagher proof of comparable coverage) the Gallagher health insurance plan.
   d. Within the first year
      i. Help GEPA ensure that Responsible Conduct of Research training occurs. Registration for the fall course is during late August.
   e. At 5 months
      i. Remind the postdoc that an Individual Development Plan must be created within 6 months of the start date.
   f. At 11 months
      i. Remind the postdoc and the faculty advisor that an Annual Evaluation is due each year.
Reappointment of a Current Postdoc

Standard Reappointment

1. **At least** 60 days prior to current appointment end date
   a. Provide the postdoc with a reappointment letter (use GEPA template) at least 60 days prior to the end of the current appointment.
   b. Remind the postdoc and the faculty advisor that a completed Annual Evaluation will be due with the reappointment paperwork.

2. Before the reappointment start date, submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with:
      i. 520 form
         - For all 094 postdocs, include an FAO in the Health Insurance section which can be billed for the departmental portion of their health insurance, should they elect to sign up for coverage. If they waive this insurance through proof of comparable coverage elsewhere, this FAO will not be billed.
      ii. Fully signed reappointment letter
      iii. Completed Annual Evaluation

3. Remind the postdoc that the Individual Development Plan must be updated annually.

4. If applicable:
   a. Ensure Mandatory In-Service training is completed (via MyPath).
   b. Ensure lab safety/animal resource training is completed.

Reappointment with Changes in Job Duties and/or Decrease in Salary/Stipend

1. ASAP
   a. Talk with GEPA re: proposed changes

2. If the changes will result in a change in job code/classification, please see the Postdoc Classification Change for a Current Postdoc (between 093, 094, 095) section instead.

3. **At least** 60 days prior to current appointment end date
   a. Provide the postdoc with a reappointment letter (use GEPA template) at least 60 days prior to the end of the current appointment.
   b. Remind the postdoc and the faculty advisor that a completed Annual Evaluation will be due with the reappointment paperwork.

4. Before the reappointment start date, submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with:
      i. 520 form
         - For all 094 postdocs, include an FAO in the Health Insurance section which can be billed for the departmental portion of their health insurance, should they elect to sign up for coverage. If they waive this
insurance through proof of comparable coverage elsewhere, this FAO will not be billed.

ii. Fully signed reappointment letter

iii. GEPA approval of changes (most likely an email from Steve)

iv. Completed Annual Evaluation

5. Remind the postdoc that the Individual Development Plan must be updated annually.

6. If applicable:
   a. Ensure Mandatory In-Service training is completed (via MyPath).
   b. Ensure lab safety/animal resource training is completed.
Postdoc Classification Change (between 093, 094, 095) for a Current Postdoc

1. Obtain J-1 Scholar Job Code approval (if required, applicable)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. J-1 Scholar Job Code Approval form
      ii. CV
      iii. Copies of all degrees earned
      iv. External funding letters (if applicable)
      v. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

2. Have a new offer letter (use GEPA template) signed by GEPA (prior to the postdoc signing)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. Offer letter draft
      ii. CV
      iii. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

3. Submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with:
      i. 520 form
         - For all 094 postdocs, include an FAO in the Health Insurance section which can be billed for the departmental portion of their health insurance, should they elect to sign up for coverage. If they waive this insurance through proof of comparable coverage elsewhere, this FAO will not be billed.
      ii. Fully signed offer letter
      iii. Completed Annual Evaluation (if a year has passed since their last evaluation)
      iv. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

4. Remind the postdoc that the Individual Development Plan must be updated annually.

5. If applicable:
   a. Ensure Mandatory In-Service training is completed (via MyPath).
   b. Ensure lab safety/animal resource training is completed.
Postdoc Department/Advisor Change for a Current Postdoc

1. If the postdoc is resigning from their current position, the postdoc is required to give their current PI a minimum of one month’s notice.

2. Obtain J-1 Scholar Job Code approval (if required, applicable)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. J-1 Scholar Job Code Approval form
      ii. CV
      iii. Copies of all degrees earned
      iv. External funding letters (if applicable)
      v. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

3. Have a new offer letter (use GEPA template) signed by GEPA (prior to the postdoc signing)
   a. Email stephen_naum@urmc.rochester.edu with:
      i. Offer letter draft
      ii. CV
      iii. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

4. Submit the 520 form
   a. The postdoc’s current department generates the 520 change form and passes it to the new department to fill in the changes in the “proposed” area and obtain the new signatures.
   b. Email GEPA_PAF@urmc.rochester.edu with:
      i. 520 form
      - For all 094 postdocs, include an FAO in the Health Insurance section which can be billed for the departmental portion of their health insurance, should they elect to sign up for coverage. If they waive this insurance through proof of comparable coverage elsewhere, this FAO will not be billed.
      ii. Fully signed offer letter
      iii. Postdoc’s letter or e-mail of resignation from their current department
      iv. E-mail approval from SMD Finance for hiring freeze exception, or copy of e-mail sent to SMD Finance if using streamlined method.

5. Remind the postdoc that the Individual Development Plan must be updated annually.

6. If applicable:
   a. Ensure Mandatory In-Service training is completed (via MyPath).
   b. Ensure lab safety/animal resource training is completed.
Termination of a Current Postdoc
If the postdoc requests an employment verification letter, direct them to use the Work Number. If you need further assistance, contact Valerie Johnston in the HR Service Center.

Non-Reappointment
1. **At least** 60 days prior to current appointment end date
   a. Provide the postdoc with a [non-reappointment letter](#) (use GEPA template) at least 60 days prior to the end of the current appointment
2. At or before the current appointment end date, submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with
      i. 520 form
      ii. Fully signed non-reappointment letter
      iii. Updated CV
      iv. [Postdoc departure form](#)

Early Termination (prior to expected appointment end date)
If a J-1 visa holder terminates early for any reason, immediately contact the ISO Scholar Services at scholars@iso.rochester.edu to update their immigration documentation.

Due to Postdoc Resignation
1. At or before the current appointment end date, submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with
      i. 520 form
      ii. Resignation email or letter from postdoc
      iii. Updated CV
      iv. [Postdoc departure form](#)

Due to Loss of Funding
1. **At least** 60 days prior to the expected early termination date
   a. Provide the postdoc with an [Early Termination for Lack of Funding letter](#) (use GEPA template) at least 60 days prior to the expected early termination date.
2. At or before the early termination date, submit the 520 form
   a. Email GEPA_PAF@urmc.rochester.edu with
      i. 520 form
      ii. Signed early termination letter
      iii. Updated CV
      iv. [Postdoc departure form](#)

Due to Unsatisfactory Performance
1. Consult with GEPA prior to taking action.