



Administrator Checklists for Postdoc Appointments: offers, onboarding, and appointments

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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)
 - 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
3. Before the postdoc start date (no more than 2 weeks before), complete the I9 and 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/> and then follow the directions at <https://orcid.lib.rochester.edu/> to link it to the University of Rochester.
 - 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.
4. Onboarding/maintenance checklist
 - a. At start
 - i. Request URMIC email address
 - ii. Help postdoc obtain UR ID badge, [spouse](#) if applicable
 - iii. 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](#).
 - ii. Document [HIPAA Privacy and Security](#) compliance (via [MyPath](#)).
 - 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. **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.
3. 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](#)
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 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)
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
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
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)
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
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
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.