**POSTDOC HR ORIENTAITON CHECKLIST**

**EMPLOYMENT**

* [I-9](https://hr.uiowa.edu/support/faculty-and-staff-immigration-services/i-9-information)
* Review "[Iowa Welcome for New Faculty and](https://www.linkedin.com/learning-login/share?account=42459020&forceAccount=true&redirect=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Fpaths%2Funiversity-of-iowa-ui-welcome-for-new-faculty-and-staff&shareId=b10866db-fef2-4b91-8996-45afecce8734) [Staff](https://www.linkedin.com/learning-login/share?account=42459020&forceAccount=true&redirect=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Fpaths%2Funiversity-of-iowa-ui-welcome-for-new-faculty-and-staff&shareId=b10866db-fef2-4b91-8996-45afecce8734)"
* international postdocs (J-1) check-in with [International Student & Scholar Services](https://international.uiowa.edu/ISSS). The office is located at 1111 University Capitol Centre.
* Get [Iowa One Card](https://idcard.uiowa.edu/iowa-one-card/get-iowa-one-card)

**IT**

* [Duo 2-factor authentication](https://its.uiowa.edu/duo)
* [Email](https://its.uiowa.edu/office365email)
* [Office 365 / Microsoft Office](https://its.uiowa.edu/office365)
* [Personal mobile devices](https://its.uiowa.edu/support/article/101199)
* [Data on network drives](https://its.uiowa.edu/categories/file-storage-and-sharing)
* [Acceptable Use](https://opsmanual.uiowa.edu/community-policies/acceptable-use-information-technology-resources)
* [UI Wireless (eduroam)](https://its.uiowa.edu/wireless)
* [Internet access on/off campus (VPN)](https://its.uiowa.edu/vpn)
* [Printing and scanning](https://its.uiowa.edu/itcprinting)
* [Research data](https://its.uiowa.edu/researchstorage)

**EMPLOYEE SELF-SERVICE**

* Confirm you can access [Employee Self-Service](https://login.uiowa.edu/uip/login.page?service=https%3A//hris.uiowa.edu/portal/) (ESS)
* Make sure you have updates your campus address, emergency contacts, information release form, Hawk Alerts, etc.

**PAYROLL**

* [Setup direct deposit](https://hr.uiowa.edu/sites/hr.uiowa.edu/files/2019-07/Setting%20Up%20Direct%20Deposit%20on%20Employee%20Self%20Service%207-17-19.pdf) in ESS.
* [Submit W-4](https://hr.uiowa.edu/pay/payroll-services/tax-information/employees-withholding-certificates-w-4) in ESS.
* You will be paid a monthly salary, generally on the first of the month (unless the first is a holiday or weekend). Monthly paydays are listed on the [payroll calendar.](https://hr.uiowa.edu/pay/payroll-services/payroll-calendars/payroll-calendar-2022)

**BENEFITS ENROLLMENT**

* [Enroll in benefits](https://hr.uiowa.edu/benefits/ui-student-insurance/postdoctoral-scholars-fellows-benefits) through ESS. **You must make your benefit selections within the first 30 days of employment.**
* [Flexible Spending Account](https://hr.uiowa.edu/benefits/flexible-spending-accounts)
* Benefits are effective the first of the month following date of hire.
* Contact the Benefits Office at benefits@uiowa.edu or 319-335-2676.
* If you do not select a [retirement plan,](https://hr.uiowa.edu/benefits/retirement/mandatory-retirement-plan-options/retirement-plan-comparisons) you will be assigned to IPERS (the state pension plan) by default. Once you have selected a retirement plan, or been assigned to IPERS, you will not be able to make any changes. Note: visa status may affect retirement eligibility

**WELLNESS RESOURCES**

* [Employee Assistance Program](https://hr.uiowa.edu/employee-well-being/ui-employee-assistance-program)
* [University Counseling Services](https://counseling.uiowa.edu/)
* Postdocs (FP01/FP02) are eligible for free individual counseling, couples counseling, group counseling, outreach programming, support groups, and consultation services.
* [Student Care and Assistance](https://dos.uiowa.edu/assistance/)
* [Student Health](https://studenthealth.uiowa.edu/)
* [Student Wellness](https://studentwellness.uiowa.edu/)
* Postdocs (FP01/FP02) are eligible for discounted memberships through the [Recreation](https://hr.uiowa.edu/employee-well-being/livewell/livewell-programs-and-services/recreation-membership-incentive-program) [Membership Incentive Program.](https://hr.uiowa.edu/employee-well-being/livewell/livewell-programs-and-services/recreation-membership-incentive-program) To purchase a membership, visit the [Campus Recreation &](https://recserv.uiowa.edu/campus-recreation-wellness-center) [Wellness Center,](https://recserv.uiowa.edu/campus-recreation-wellness-center) [Field House,](https://recserv.uiowa.edu/field-house) or reach out to Shea McMurray (shea-mcmurray@uiowa.edu).

**TIME OFF**

* Postdoctoral Scholars are entitled to 15 working days of paid leave and 18 working days of sick leave per year. The agency (e.g., NIH) supporting a Postdoctoral Fellow may have different requirements. Time off is not documented in ESS and should instead be arranged with the supervisor.
* Contact your HR Rep if you think you may need to apply for a [medical leave](https://hr.uiowa.edu/support/faculty-and-staff-disability-services/family-and-medical-leave-act-fmla) ([FMLA](https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf)) or
* [disability (ADA)](https://hr.uiowa.edu/support/faculty-and-staff-disability-services/americans-disabilities-act-ada) accommodation.

**TRANSPORTATION**

* [UI Parking & Transportation](https://transportation.uiowa.edu/)
* Postdocs (FP01/FP02) are eligible for staff parking privileges in Hancher, Finkbine, and Hawkeye Commuter lots, as well as a discounted bus pass for Iowa City and Coralville Transit.
* [Iowa City Transit App](https://transitapp.com/region/iowa-city)
* [IowaBus app](https://apps.apple.com/us/app/iowabus/id1087163490)
* [University of Iowa Campus Map](https://maps.uiowa.edu/?id=1890)

**TRAINING**

* [Harassment Prevention Training](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)
* [Training in the Responsible Conduct of](https://grad.uiowa.edu/postdocs/training-rcr) [Research](https://grad.uiowa.edu/postdocs/training-rcr)
* [Citi Training for research staff of human](https://hso.research.uiowa.edu/certifications-human-subjects-protections-citi) [subjects](https://hso.research.uiowa.edu/certifications-human-subjects-protections-citi) (if applicable)
* Bloodborne Pathogen (if applicable)
* [Lab Safety](https://ehs.research.uiowa.edu/laboratory-safety-training) (if applicable)
* [Free Speech](https://freespeech.uiowa.edu/education)
* Any other trainings identified by your PI or assigned to you in *My Compliances* in Employee Self-Service.

**POLICIES**

* [Policies Governing Research](https://opsmanual.uiowa.edu/community-policies/research)
* [University Operations Manual](https://opsmanual.uiowa.edu/)
* [Violence](https://opsmanual.uiowa.edu/community-policies/violence)
* [Anti-harassment](https://opsmanual.uiowa.edu/community-policies/anti-harassment)
* [Drug Free Environment](https://opsmanual.uiowa.edu/community-policies/drug-free-environment)
* [Political Activity Guidelines](https://provost.uiowa.edu/guidelines-regarding-political-activity-faculty-university-iowa)
* Prohibition on Giving & Receiving Gifts
* [Ethics & Responsibilities](https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff/ethics-and-responsibilities)

**OTHER RESOURCES**

* [Family Services](https://hr.uiowa.edu/well-being/family-services/child-care/jj-neiman-brown-academic-caretaking-fund)
* [Office of Postdoctoral Scholars](https://grad.uiowa.edu/postdoctoral-affairs/key-contacts-postdocs) Contacts
* [University of Iowa Postdoctoral Association](https://uipda.grad.uiowa.edu/) (UIPDA)
* [National Postdoc Association affiliate](https://www.nationalpostdoc.org/page/Join) [membership](https://www.nationalpostdoc.org/page/Join)
* [Employee Discount Program](https://hr.uiowa.edu/benefits/employee-benefits/employee-discount-program)
* [Off-campus housing](https://offcampushousing.uiowa.edu/)
* [The Iowa City Community](https://jobs.uiowa.edu/working-at-iowa)