

MAKING A POSTDOC SCHOLAR (PDS) APPOINTMENT - A SNAPSHOT OF THE PROCESS

- 1) OFFER OF APPOINTMENT LETTER IS GENERATED FROM THE CHAIR
 - APPOINTEE SIGNS IN AGREEMENT
- 2) FILL OUT PDS APPOINTMENT FORMS PROVIDED BY GRAD DIVISION
 - PERSONAL DATA FORM (INCLUDES SELF STATEMENT, CV, ETC.)
 - NIH TRAINING GRANTS REQUIRES CITIZENSHIP OR PERMANENT RESIDENCE CARD.
- 3) CLAUDIA MITCHELL KERNAN SENDS A CONGRATULATION LETTER OF APPOINTMENT TO THE CANDIDATE AND SENDS A COPY TO THE DEPARTMENT.
- 4) DEPARTMENT FORWARDS THE FOLLOWING TO GRAD DIVISION:
 - FORM 10 WITH SIGNATURE OF CHAIR OR DIRECTOR
 - IF NEW HIRE IS NOT A CITIZEN YOU MUST INCLUDE UCW8-BEN FORM.
- 5) EMPLOYEE COMPLETES EMPLOYMENT PAPERWORK FOR [PAYROLL](#) AND [BENEFITS](#).
- 6) INFORM PERSONNEL TO PROCESS NEW POSTDOC SCHOLAR
 - POST PDS EAR TO THE Q DRIVE
 - FORWARD COMPLETED PAYROLL AND BENEFITS FORMS TO DIANE KLEE