



Post Doc Scholar FAQs

- Q. *What is the minimum annual salary I can pay a Postdoctoral Scholar?*
A. Non-teaching post doc scholars must be at the FLSA minimum rate of \$47,476
- Q. *Where do I post a Postdoctoral position to fill a vacancy?*
A. You post the position via IES under student/other positions. To access the QRC please click [here](#).
- Q. *Are Postdoctoral Scholars onboarding the same as staff new hires?*
A. All hiring procedures apply in terms of Pre-Employment Screen, I-9, etc.
- Q. *Are relocation expenses allowed for Post Doc Scholars?*
A. While uncommon, it is reasonable to offer to cover relocation expenses for postdocs. You would need to follow the procedures set forth by this policy (<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-8.pdf>) and treat it as 'Staff' for the position type.
- Q. *Do we need to complete an appointment form for a new Postdoctoral Scholar?*
A. The UK Graduate School requires the [Enrollment and Notice of Appointment Form](#). The first page of that document indicates all of the attachments that must be included (CV etc.).
- Q. *Do Postdoctoral Scholars earn vacation time?*
A. Yes, vacation days are deemed to be earned per month during an assignment period (1.25 days per month = 15 vacation days annually).
- Q. *Do Postdoctoral Scholars enter their vacation leave in Employee Self Service?*
A. No. Postdoctoral Scholars complete an [Absence Record](#) and submits it to their HR Administrator for data entry into the Leave Tracker spreadsheet. If you are in need of a Leave Tracker, please contact the CAFE Business Center HR Team.
- Q. *Are unused vacation days paid out to Postdoctoral Scholars when separating from the University?*
A. Yes, any unused vacation time is paid out via PA30 2010 infotype. Instructions are available [here](#).
- Q. *Do Postdoctoral Scholars receive TDL?*
A. Yes, Post Doc Scholars receive the same TDL allotment as staff employees. TDL accrues at the rate of one day per month for regular full-time employees who are paid on a monthly basis.
- Q. *Are Post Doc Scholars eligible for FML and does the paperwork get routed the same way as staff?*
A. Post Doc Scholars are eligible for FML. Regular staff FML forms are routed through the UK FML Administrator (Phillip Neeley), but the denial/approval FML letters for Post Docs should be handled by the department.