



POST DOC SCHOLAR NEW HIRE CHECKLIST

Check PPOSE for a Post Doc Scholar position number. If you do not have a position number, please submit a [Position Number Request form](#)

Post position in IES under student/other. Instructions are [here](#)

Interview and select applicant

Initiate Pre-Employment Screen

Ask Post Doc Scholar to schedule an appointment to obtain I-9 at Scovell Hall. He/she will need to take the appropriate documents. To schedule an appointment click [here](#).

Ask Post Doc Scholar to complete W-4 & Direct Deposit via myUK

Enter New Hire Action in PA40. To access the QRC click [here](#). Provide link blue, direct deposit, tax entry, and [proof of vaccination instructions](#).

Submit Post Doc Initial Notice of Appointment [here](#).

Give Post Doc Scholar and Supervisor [Absence Record Form](#), and ask Post Doc Scholar to complete as applicable and return to HR Admin for data entry into Post Doc Scholar Leave Tracking report

Give supervisor copy of [AR 5:1](#)

Give Supervisor [Benefit Eligibility Grid Sheet](#)

Tell Post Doc Scholar about the [Society of Postdoctoral Scholars](#)
The UK volunteer led postdoctoral association

Tell Post Doc about [Graduate School Post Doc Resources website](#), with helpful information.

Provide summary of [Post Doc employee benefits](#)

Give supervisor Onboarding [Checklist](#)