

Postdoctoral Paperwork Flow From Faculty/Departmental Office to Payroll

Funding for position is identified and department administrator or coordinator is notified.

Process to Make Offer to Candidate

Faculty/Departmental Office

- Faculty member advertises for Postdoc
- Candidate selection commences
- Candidate is selected and paperwork is prepared and signed by PI and Departmental Chair:
 - Affirmative Action
 - Recommendation for Appointment
 - Curriculum Vitae
 - DS-2019 (Foreign postdocs)
 - Personnel Action Form (PAF)

Dean's Office

- Review and approve:
 - Affirmative Action
 - Recommendation for Appointment
- Dean prepares official offer letter to candidate and mails to candidate with Benefits Summary Brochure. *(OISS will mail offer packet if foreign candidate)*

Director of Affirmative Action

- Review and approve:
 - Affirmative Action**(A waiver may be requested if the position is not posted..)**

Office of International Students and Scholars (OISS)

- Offer letter plus 2 copies
- Copy of Recommendation for Appointment
- Original DS-2019
- Copy of Curriculum Vitae

OISS mails out offer packet and appropriate OISS paperwork.

Candidate Accepts Offer

Dean's Office

- Upon receipt of signed offer letter, Dean's office sends paperwork to Human Resources (HR)
 - Affirmative Action
 - Personnel Action Form
 - Curriculum Vitae

Note: Please advise department if start date has changed.

Postdoctoral Candidate Arrives on Campus

- **Candidate must report to Departmental Office on first day.**
- Departmental Office will direct Candidate to Human Resources or OISS as appropriate.
- Candidate should take appropriate I-9 documentation to HR (see back of I-9 form) to complete hiring process.
- HR will schedule a meeting to sign up for benefits and will forward appropriate paperwork to Banner and Payroll.