

New Postdoctoral Research Scientist/Scholar/Fellow Arrival Checklist for Department Administrators

ID Card

- ✓ Morningside: Have Postdoctoral Officer visit appropriate ID office (204 Kent) after his/her information has been entered into the University's DIA system and nomination package has been forwarded to the Provost's Office.
- ✓ CUMC – Have Postdoctoral Officer take Departmental ID letter to Public Safety Office in 1-405C P&S Building (630 West 168th Street)

If not a US Citizen, have the Postdoctoral Officer visit the International Students and Scholars Office/International Affairs Office (ISSO/IAO) and ensure all applicable forms have been completed. Provide international Postdoctoral Officer with letter to enable him/her to obtain Social Security Number (see <<http://www.ssa.gov>>). Talk to the Postdoctoral Officer about the tax implications of his/her compensation package and tax treaty (if any).

Housing – If permanent housing has not yet been obtained:
Has the Postdoctoral Officer been put in touch with the appropriate off-campus housing office?
<<http://www.columbia.edu/cu/ire/>> and <<http://www.cumc-housing.columbia.edu>>

Health Insurance/Benefits <<http://www.hr.columbia.edu/hr/benefits/page-section.html>>

Ensure Postdoctoral Officer attends appropriate HR Orientation/Welcome Program (CUMC) and signs up for benefits within **31 days of appointment/hire**.

Compensation & Required Forms

- ✓ Explain salary/stipend rate/pay schedule/check distribution to Postdoctoral Officer
- ✓ Have Postdoctoral Officer complete W-4, IT 2104 and I-9 form (if receiving salary)
<<http://www.hr.columbia.edu/dat/hiring/page-section.html>>
- ✓ Complete the NYS DOL Law195 Exempt form (if receiving salary) and have Postdoctoral Officer sign
< <http://managers.hr.columbia.edu/library/forms#hiring>>
- ✓ Voluntary Self-Identification Forms have been given to the Postdoctoral Officer
<<http://hr.columbia.edu/forms-docs/forms>>
- ✓ Have Postdoctoral Officer sign Stipend Form if s/he is receiving a stipend.
- ✓ Have Postdoctoral Officer complete direct deposit request online if so desired <<http://managers.hr.columbia.edu/tig/direct-deposit#online>>
- ✓ “Invention Agreement Letter” has been signed and return to DA
<<http://www.techventures.columbia.edu/assets/AssignmentProvostLetterForDistribution.pdf>>
- ✓ Current CV
- ✓ “Conflict of Interest Disclosure Form has been filed electronically through RASCAL <<https://www.rascal.columbia.edu>>
- ✓ File nomination form together with other required documents (i.e., stipend form, I9, W4, health eligibility form, Invention Agreement, NYPH packet (if applicable), etc. for CUMC postdocs) with Provost's Office on the Morningside campus and the Office of Faculty Affairs on the CUMC Campus.

Time Away from Work – Explain and provide explanations in writing if possible:

- ✓ Vacation/Sick time/Floating holidays
 - For fellows – terms of fellowship governs if addressed; if not addressed, University policy governs.
- ✓ Department/laboratory policies regarding timing of vacations
- ✓ Expectations regarding calling-in in the event of lateness/absence
- ✓ Required documentation upon return to work after illness

Office of Postdoctoral Affairs www.postdocs.columbia.edu

In the beginning of each month OPA receives a list of all new Postdocs appointed from the previous month. The new Postdocs are then added to our listserv. Postdocs may also contact us to be added to the listserv if they enter in the beginning of a month and do not want to wait until the following month to be added to our listserv.

- ✓ Remind Postdocs to review OPA's website and the online Postdoctoral Officers Research Handbook
- ✓ To attend OPA New Postdoc Orientation (held once a month. Date & time on OPA's online event calendar)
- ✓ Send their UNI to OPA for inclusion in listserv if they want to be on the listserv right away postdocaffairs@columbia.edu
- ✓ Complete Profile in InfoEd - Once postdoc is on the OPA listserv, he/she will receive email instructions to add profile

- Laboratory Policies:** this should be explained to the Post-doc by the DA, Lab Manager, or P.I.
- ✓ Emergency notification information (via <<http://www.my.columbia.edu>> and/or other departmental system)
 - ✓ Give Postdoctoral Officer necessary keys, codes to lockers, laboratory, etc. Explain procedures for use of lab coats and other equipment.
 - ✓ Telephone usage/voicemail/email/expectations/etiquette, etc.
 - ✓ Necessary training classes and timing for these have been explained. Not sure what to take?
Post-doc can go to the Training Finder at www.columbia.edu/cu/compliance/docs/training/trainingfinder.html
 - ✓ Does this position involve

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Work with human subjects in a clinical/research setting – includes obtaining/handling blood, urine, sputum, saliva, EEG’s/EKG’s, home visits, interviewing/evaluating human subjects (HIPAA & Human Subjects Protection training may be required)
<input type="checkbox"/>	<input type="checkbox"/>	Potential blood borne pathogen exposure - includes handling/transporting unfixed human specimens, human cell lines, HIV virus, HBV/HEPC (No interaction with human subjects)
<input type="checkbox"/>	<input type="checkbox"/>	Known work with infectious agents (e.g. varicella, polio)
<input type="checkbox"/>	<input type="checkbox"/>	Laboratory work with exposure to formaldehyde/xylene/phenol (Check this only if working in these units: Autopsy, Gross or Anatomical Pathology, Dermatopathology or the Anatomical gift morgue.
<input type="checkbox"/>	<input type="checkbox"/>	Work with Class 3b or 4a Lasers (required for only specific projects)
<input type="checkbox"/>	<input type="checkbox"/>	Work with laboratory animals (must register at the IACUC website: http://www.cumc.columbia.edu/dept/iacuc/ or contact IACUC directly at 212-305-2404 for additional information 081009
<input type="checkbox"/>	<input type="checkbox"/>	Work with radioactive materials
<input type="checkbox"/>	<input type="checkbox"/>	Medical clearance to wear a respirator
<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Any workplace incidents/exposures please complete an Accident Report Form and take to WHS:
http://hr.columbia.edu/files_humanresources/imce_shared/Forms_Disability_Workers-Comp.pdf or contact Worker's Compensation directly at 212-851-0645 for additional information

- University Policies:**
- ✓ Nondiscrimination – <<http://www.columbia.edu/cu/vpaa/eoaa>>
 - ✓ Sexual Harassment – <<http://www.columbia.edu/cu/vpaa/eoaa/docs/shpanel.html>>
 - ✓ Conflict of Interest – Statement of University Policy on Conflicts of Interest:
<http://www.columbia.edu/cu/compliance/docs/conflict_interest/>
 - ✓ Smoking – < http://cumc.columbia.edu/smokeFree/images/CUMC_SMOKING_POLICY.pdf >
 - ✓ Misconduct in Research – < http://www.columbia.edu/cu/compliance/docs/research_misconduct >
<http://www.columbia.edu/research/policy_misconduct.pdf>

- Funding-Specific questions:**
- Yes No
- Is the postdoc funded by an NIH training grant?
- Does the postdoc work on an NSF-funded grant?
- If the answer is “yes” to either question, then s/he must complete training in the Responsible Conduct of Research (RCR) - http://www.columbia.edu/cu/compliance/docs/training/Responsible_Conduct_of_Research/index.html