

New Postdoc Scientist/Scholar/Fellow Arrival Checklist

- Compensation & Required Forms in the Hiring process:**

Please meet with your Department Administrator to complete the following:

 - ✓ Have your salary/stipend rate/pay schedule/check distribution explained
 - ✓ Complete W-4, IT 2104, and I-9 form (if receiving salary) and return forms to DA <<http://www.hr.columbia.edu/dat/hiring/page-section.html>>
 - ✓ Sign NYS DOL Law195 Exempt form (if receiving salary)
 - ✓ Sign stipend form if you are receiving a stipend
 - ✓ Complete direct deposit request online if so desired
<<http://managers.hr.columbia.edu/tig/direct-deposit#online>>
 - ✓ Complete Voluntary Self Identification forms if it pertains to you and give to your DA
<<http://hr.columbia.edu/forms-docs/forms>>
 - ✓ “Invention Agreement Letter” has been signed and return to DA
<<http://www.techventures.columbia.edu/assets/AssignmentProvostLetterForDistribution.pdf>>
 - ✓ Submit current CV to DA
 - ✓ “Conflict of Interest Disclosure Form” has been filed electronically through Rascal
<<https://www.rascal.columbia.edu>>

- Get Your ID Card**
 - ✓ Morningside: After your DA has entered your information into the University’s DIA system and forwarded your Nomination package to the Provost’s Office, visit the ID Office (204 Kent).
 - ✓ CUMC – After your Nomination package has been forwarded to the Office of Faculty Affairs ask your DA to give you an identification letter and take it to the Public Safety Office in 1-405C P&S Building (630 West 168th Street)

- If you are not a US Citizen, visit the International Students and Scholars Office/International Affairs Office (ISSO/IAO) and ensure all applicable forms have been completed.** Get a letter from your DA to enable you to obtain Social Security Number (see <<http://www.ssa.gov>>). Learn about tax implications of your compensation package (see www.irs.gov; <http://www.nystax.gov/>; <http://www.columbia.edu/cu/isso/tax/>)

- Housing**

If you have not already obtained permanent housing visit the appropriate Off-campus housing office: (Morningside: 419 W 119th Street; CUMC: 50 Haven Avenue) <<http://www.columbia.edu/cu/ire/>>

 - ✓ CUMC Postdocs only: If eligible, is your name entered in the CUMC Housing Lottery?

- Health Insurance/Benefits** <<http://www.hr.columbia.edu/hr/benefits/page-section.html>>
 - ✓ **Attend the appropriate HR Orientation/Welcome Program and sign up for benefits within 31 days of appointment/hire.**

- Obtain the following information from your Department Administrator and P.I.:**
 - ✓ 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
 - ✓ Compensation/rate payment schedule
 - ✓ Necessary keys and codes to lockers, rooms, labs, lab coats, etc.

- 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. You may also contact us to be added to the listserv if you are entering in the beginning of a month and do not want to wait until the following month to be added to our listserv.

 - ✓ Attend OPA New Post-doc Orientation (held once a month. Date/time on OPA’s online event calendar)
 - ✓ Send your UNI to OPA for inclusion in listserv if you want to be on the listserv right away <postdocaffairs@columbia.edu>
 - ✓ Once you are on OPAs listserv, you will receive instructions to fill out your profile in InfoEd <www.infoed.columbia.edu>
 - ✓ Review OPA’s website and the online Postdoctoral Officers Research Handbook

- Laboratory Policies** – Be sure your DA, Lab Manager or PI explains the following to you:
- ✓ Emergency notification information (via <<http://www.my.columbia.edu>> and/or other departmental system)
 - ✓ Telephone usage/voicemail/email/expectations/etiquette, etc.
 - ✓ Necessary training classes and timing for these have been explained. Still not sure what training to take?
Go to the Training Finder at www.columbia.edu/cu/compliance/docs/training/trainingfinder.html
 - ✓ What to do in case of a work-related accident.
 - ✓ 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 | |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you funded by an NIH training grant? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you work on an NSF-funded grant? |
- If you answered “yes” to either question, you must complete training in the Responsible Conduct of Research (RCR) - http://www.columbia.edu/cu/compliance/docs/training/Responsible_Conduct_of_Research/index.html