UC San Diego

HEALTH SCIENCES

POSTDOC CHECKLIST

The purpose of this list is to provide reminders and information to our most frequently asked questions

WELCOME!

We're glad you've joined UC San Diego Health Sciences

Our mission is to deliver outstanding patient care through commitment to the community, groundbreaking research, and inspired teaching.

Office of the Vice Chancellor for Health Sciences

BEFORE YOUR ARRIVAL

○ **BENEFITS:** Review your benefit options and eligibility. You have 31 days to enroll from your start date.
- Visit the postdoc website to read or watch informational videos about your benefit options _**POSTDOC BENEFITS**_.

○ **ONBOARDING:** You will receive an invitation from the Academic Resource Center (ARC) to complete new–hire paperwork, including verification of your right to work in the U.S. **This should occur on or prior to your start date.**
- Be on the lookout for an invitation from ARC sent from ARCrequest@ucsd.edu.

○ **PARKING:** For those who work on site at UCSD (La Jolla or Hillcrest) review information on parking and the possibility of obtaining a 15 day complimentary permit. Permits can be purchased online and paid through payroll deduction _**UCSD TRANSPORTATION**_.

> **TIP:** *Benefits coverage starts the day you are hired, however insurance cards and the various carriers (medical, dental & vision) may not have you in their system 4 - 6 weeks after you enroll. Therefore the timeliness of your enrollment will have an impact to you especially if you have upcoming doctors appointments or prescriptions.*

UPON ARRIVAL

○ **EMAIL & EMPLOYEE ID#**: You will receive a post-onboarding email with your assigned UCSD email address & employee ID from ARCrequest@ucsd.edu.

○ **BUILDING ACCESS**: You will be provided information to obtain a badge at onboarding. Your department will work with Health Security to ensure you have the appropriate building access.

○ **CAMPUS ID CARD:** An *optional* campus ID card is available if you wish to have ID associating you with the University (that is separate from your building access). To request your Campus ID card, you will need your Employee ID#. Ask your department business office for the funding source for this ID card _**ID CARD REQUEST**_.

○ **INTERNATIONAL SCHOLARS:** Should check in with the International Services & Engagement Office _(ISEO)_ as well as attend the appropriate orientation based on your visa status (for example, J1 or H1B).

FIRST 31 DAYS

○ **ENROLL:** Enroll in benefits!! _**BENEFITS ENROLLMENT**_
- You will need your UCSD email address to log–into the benefits website.
- International Scholars without their Social Security # may have to enroll using a paper form and submit to UC Path vs. an online enrollment.

○ **TRAINING:** Required training will be auto-assigned based on your role. You can log into UC Learning to view the current, upcoming, and past due training modules that are required. _**UC LEARNING CENTER (UCLC)**_

○ **POSTDOC ORIENTATION:** Attend the Office of Postdoctoral Scholar Affairs (OPSA) hosted postdoc orientation. The orientation is offered monthly and is intended for new or continuing postdocs. OPSA Recommends that postdocs attend within the first 2 months of their appointment to become familiar with guidelines and policy that impact your time at UCSD. Use your email to _**REGISTER HERE**_.

Questions? Create a case at the _Academic Resource Center_.

10.7.24

- **TIMESHEETS:** Postdocs must submit a monthly timesheet in the campus time and attendance systems, ***ECOTIME***, Postdocs are expected to complete and submit timesheets in Ecotime every month if exempt, or biweekly if non-exempt by the timekeeping deadline. While exempt employees are not required to report time worked, they are required to report any absences and/or acknowledge no absences to report. Postdocs are eligible for 12 sick days and 24 days of personal time off per 12-month appointment.

- **RETIREMENT**: Postdoctoral Scholar-Employee (title code 3252) are required to participate in the ***Defined Contribution Plan (DCP)***. This contribution is in place of social security and is yours to keep or reinvest when your UC employment ends. For non US citizens, the DC Plan contribution is dependent on residency for tax purposes, immigration status, and length of appointment.

- **APPOINTMENT RENEWAL:** Faculty mentors have authority to recommend a postdoc renewal. The faculty member must confirm renewal with the Academic Resource Center ideally 60 days prior to the scholar's end date as well as complete the ***ANNUAL REVIEW FORM***, signed by you/the scholar and your mentor.

- **FUNDING/FELLOWSHIPS:** Postdocs who receive individual funding through a fellowship or are placed on a training grant should advise their PI but will also need to have their appointment amended and approved. Scholars should notify their department and ARC immediately as this process can take several months and will require documentation such as a Notice of Award and a completed ***AMENDMENT FORM***.

- **FIVE YEAR MAXIMUM:** Per postdoc union contract, postdocs are appointed for a maximum of five years. Under unusual circumstances, an exception for appointment beyond five years may be granted, not to exceed a sixth year.

- **POSTDOC LISTSERV:** If you wish to receive information and register for upcoming events visit this link to register for the ***POSTDOC LISTSERV***.

- **TAX WITHHOLDING FOR NON CITIZENS:** UC uses the Glacier Online Nonresident Tax Compliance (Glacier) to collect tax-related information from non citizens to ensure payments are correctly taxed and reported. Completing a Glacier record is mandatory for many foreign visitors. Visit ***GLACIER*** to obtain information on how to complete your record.

ADDITIONAL RESOURCES

Academic Resource Center (ARC):
The academic shared service in Health Sciences will support you with administrative actions throughout your appointment such as your appointment renewal, requesting an amendment, and extension. They will also provide information/guidance in order to request a leave of absence, to extend or amend your visa, separation as well as answer payroll inquiries.
To create a case
*VISIT DEPARTMENT TOOLKIT > THEN LINKS TO SYSTEMS > SCROLL DOWN TO ACCESS **"SERVICE NOW"***

UCPATH Self-Service Portal:
Allows you to enroll in direct deposit, view your pay stub (normally in advance of the pay date, change your tax withholdings, update your address, and much more.

Health Sciences IT:
To make a request or obtain technical support for Health Sciences IT related issues contact
619-543-4357(3-HELP) or create a case.

International Services & Engagement Office (ISEO)
Provides support to the international community in the form of immigration news, travel, entering, and re-entering the US. ISEO provides expert counsel for the various visa statuses including F1, J1, H1B, and the permanent residency process.

Office of Postdoctoral Scholar Affairs (OPSA):
Where to find information about Health Insurance, Leaves of Absence, Time Off, Health & Wellness, and Childcare Reimbursement & Dependent Care Programs, and Appointment Guidelines.

Union Contract:
The University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have agreed to a new five year contract through September 30, 2027.

We'd love your feedback. *Click here* to complete a brief survey