Post Doc Scholar 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 available here

Interview and select applicant

Initiate Pre-Employment Screen

Schedule I9 Appointment. 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 personnel action in PA40. To access the QRC click here. Provide link blue, direct deposit, and tax entry information. Email ZPAR/Submit Workflow and supporting documents to agbusinesscenter@uky.edu

Submit Post Doc Initial Notice of Appointment here.

Provide Post Doc Scholar and Supervisor the 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

Provide supervisor copy of AR 5:1

Provide 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

Provide supervisor Onboarding Checklist

For additional resources please access the Martin-Gatton CAFE - Post Doc Scholar Resources page