

NEW POSTDOC EMPLOYEE CHECKLIST

EMPLOYMENT (Business Officer or Dept HR Staff)

- OSHA
- I-9
- Drug-free form
- W-4 (Federal Withholding form)
- K-4 (Kentucky Withholding form)
- Nepotism Statement
- Health Insurance Sign-up
- Direct Deposit (Bank or Credit Union account required)
- UK Orientation
- Hospital Orientation (if required ½ day)

SAFETY CLASSES (<http://ehs.uky.edu>)

- Blood borne Pathogens (online)
- Radiation Safety – Level 1(online)
- Hazardous Waste (schedule class)
- Chemical Hygiene Lab Safety (online)
- DLAR Training (online)

COMPLIANCE

- Corporate Compliance
- Employee Health requirements
- Sexual Harassment
- HIPAA (clinical departments/centers)

FOR INTERNATIONAL POSTDOCS

- TB Skin Test (University Health Services, must Have ID badge)
- Social Security Office (2 weeks after arrival so that the SEVIS system will be updated)
- Payroll Office in Service Building to sign up for tax treaty if home country has a tax treaty with U.S. (must have social security card)

MISCELLANEOUS

- Register with Graduate School

- Postdoc Registration form on Postdoc Web Site (www.mc.uky.edu/postdocs)
- UK Address Update
- Departmental Address Update
- Online Directory Course
- Medical Center ID Badge
 - H105 UKMC (Hospital Security Office 9 am to noon)
 - Need to take signed form with you
- Access Email (U-Connect)
 - ID: First part of e-mail address before @
 - PW: u\$_____ (last 6 digits of ss # or temporary ss#)
- KEYS
 - Check with your department
- Parking
 - 721 Press Avenue
 - Must be in SAP
- Other (Training, journal clubs, seminars, etc.)
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