

NEW POSTDOC RESOURCES

PART I:

WHAT TO DO BEFORE AND AFTER YOUR ARRIVAL AT STEWARD OBSERVATORY

Postdoctoral Affairs website: <https://postdoc.arizona.edu>
Department of Astronomy / Steward Observatory <https://as.arizona.edu>

Provide Information for the department's Postdoc Webpage, Online Directory, and Email Lists

- Email a head and shoulder photograph to Kelly Merrill (kmerrill@arizona.edu) and Josephine Tolsa Santillan (jtolsasantillan@arizona.edu), and include a brief biography and a list of your Areas of Interest to be added to the Postdoc webpage and SO online directory: <https://www.as.arizona.edu/people/postdoctoral> (FYI--we are in the process of developing a new website which will have a much different look).
- Provide Kelly and Josephine with your UA email address **as soon as** it is set up in order to have your email address added to the department's *Postdoc-* and *AllSteward* email distribution lists.

HEALTHCARE

https://hr.arizona.edu/employees-affiliates/benefits/benefit-options-ua-employed-postdoctoral-scholars?_ga=1*a59xfw*_ga*NDIwMTEzMDE0LjE2NDQ1MzA2NDY.*_ga_7PV3540XS3*MTY3NjY2NDI3MS4zMDQuMS4xNjc2NjY0ODkwLjYwLjAuMA.

Covid-19 Information

For the latest Covid-19 information and requirements for the UA Campus, visit <https://covid19.arizona.edu/>.

Information about Parking on Campus/Commuting

If you are interested in parking your vehicle on campus, it is best to contact Parking and Transportation Services before your arrival to inquire about availability. Visit these websites for detailed information about parking and other services such as CatTran Shuttle, Park 'n Ride, Ride Amigos, etc.: <https://parking.arizona.edu/> and <https://postdoc.arizona.edu/content/transportation-and-parking>

Steward Observatory has a locked bicycle cage that is accessed with a code. You can request a bike cage application form from Josephine Tolsa Santillan (jtolsasantillan@arizona.edu) or visit the front desk in the director's office (N205).

Buying and Setting up Computer Equipment/Information Technology

The Computing Support Group (<https://www.as.arizona.edu/computer-support-group>), located in room 203, can provide technical advice as well as assistance and support for your information technology needs both at Steward and University-wide. Please contact Kiriaki Xiluri-Lauria (kxiluri@arizona.edu) head of the CSG group (csg@as.arizona.edu) to let us know how to assist in your transition.



Relocating to Tucson

Obtain information about the UA policy regarding moving allowances, moving companies etc. at <https://policy.fso.arizona.edu/fsm/900/914>

- Obtain information about the UA policy regarding moving allowances, moving companies etc. at <https://policy.fso.arizona.edu/pur/6/69>
- Effective January 1, 2018, household moving allowances are taxable under Public Law, PL 115-97. If your offer includes a moving allowance, payment will be provided to you through your paycheck and will have taxes withheld based on your Federal and State Withholding form selections (Federal W-4 and State A-4).
- You are encouraged to seek competitive estimates of your relocation costs. A list of vendors with existing UA contracts is available at: <https://financialservices.arizona.edu/purchasing/vendors/moving>
- The University is contracted with *Above and Beyond Relocation Services* - a great resource to help assist out-of-town candidates with their transition: house-hunting, rental resources, schools, and general information about Tucson: <http://aboveandbeyondrelo.com/>

Arrival Date at Steward Observatory

- Notify Kelly Merrill (kmerrill@arizona.edu) of your arrival date at SO as soon as you have finalized your moving plans so we can ensure that your office is ready.
- Schedule an appointment to meet with our Steward Observatory Human Resources team at so-humanresources@list.arizona.edu as soon as possible and preferably before your start date to present required hiring documentation for completing the I-9 process.

Obtain a CatCard

- Your CatCard is your key to room/building access and other privileges on campus. CatCards are picked up from the CatCard Office located in the lower level of the University Bookstore: <https://catcard.arizona.edu/>. You will need to provide your employee ID number to verify your official status at the UA.
- You can also obtain a CatCard online and pick it up in the cat card office upon your arrival. Please review the directions (<https://catcard.arizona.edu/mycatcard-instructions>) prior to starting the process. The CatCard online service portal (<https://mycatcard.arizona.edu/portal/>) requires a digital photo and proof of ID.
- CatCard Fees –
 - Cost to employees: None
 - Cost to DCCs: \$25
 - Replacement card: \$25.

Time Reporting

- Timesheets are filled out bi-weekly. Note: Because you are categorized as an “exempt” employee, you do not have to complete a timesheet, EXCEPT when you take vacation and/or sick time. UA holidays are pre-populated.
- To complete your timesheet, go to: <https://beebole-apps.com> and log in with your UA NetID email and Password.
- If you have questions or have trouble filling out your timesheet, contact Jennifer Lundin (jlundin1@arizona.edu) or so-payrollaccounting@list.arizona.edu in SOBO.

Meet with the Department Head/Director

Department Head, Buell Jannuzi, is interested in learning more about you and your research. As soon as you are settled in, contact Kelly Merrill (kmerrill@arizona.edu) to schedule a meeting.

PART II--DEPARTMENT AND UNIVERSITY RESOURCES

Steward Observatory Resources

A variety of department resources -- from High Performance Computing, Safety, Diversity and Inclusiveness, Who to Contact, etc. -- can be accessed on the Steward Observatory website at <https://www.as.arizona.edu/so-resources>

Below is a short list of people to contact within the department:

- Account Numbers: Kelly Merrill, (520) 621-6082 kmerrill@arizona.edu
- Air conditioning/heating, lighting, insects, vents etc.: Gabe Coronado, so-facilities@list.arizona.edu or (520) 304-6880
- Buell's calendar, email lists, office space, furniture, white/chalk/cork boards: Kelly Merrill, (520) 621-6082 or kmerrill@arizona.edu, or Josephine Tolsa Santillan (520) 621-6524 or jtolsasantillan@arizona.edu
- Moving/traveling allowances: so-humanresources@list.arizona.edu
- Computer purchases and Computing/IT support: The Computing Support Group (csg@arizona.edu)
- Conference room scheduling: astro-roomscheduling@list.arizona.edu
- Copier/Xerox Account: Michelle Cournoyer (520) 621-2289 or michelle@arizona.edu
- Grants and Proposals: Jennifer Pierson, (520) 621-1938 or jpierson@arizona.edu
- H1B Visa: Susan Warner, (520) 621-1829 or warners@arizona.edu
- J1 Visa: Susan Warner, (520) 621-1829 or warners@arizona.edu
- Human Resources/Benefits: Christina Siqueiros, (520) 621-2371, or Rachel Morrow at so-humanresources@list.arizona.edu
- Office-door name plates: Josephine Tolsa Santillan (520) 621-6524 jtolsasantillan@arizona.edu
- Office keys/keyless access: Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu
- Office Space & Furniture: Kelly Merrill, (520) 621-6082 or kmerrill@arizona.edu
- Office supplies: Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu

- Postdoctoral Fellowship Program Coordinators: Erika Hamden, (520) 621-9524 or hamden@arizona.edu or Jared Males, (520) 485-9699 or jrmales@arizona.edu
- Undergraduate Program Coordinator: Brenda Frye, (520) 626-1857 or brye@arizona.edu
- Graduate Program Advisor: Kaitlin Kratter, Room N328, (520) 621-0260 or kkratter@arizona.edu
- Reimbursements, travel and UA vehicle rentals: so-support@list.arizona.edu
- Timesheets: Jennifer Lundin (jlundin1@arizona.edu) or so-payrollaccounting@list.arizona.edu

- [Content Development Hannah Hindley 520 621-2288 or hannahhindley@arizona.edu](mailto:hannahhindley@arizona.edu)
- [Media Relations and News: Cathi Duncan \(520\) 621-1320 or cduncanf@email.arizona.edu or Hannah Hindley 520 621-2288 or hannahhindley@arizona.edu](mailto:cduncanf@email.arizona.edu)
- [Website support: Josephine Tolsa Santillan, \(520\) 621-6524 or jtolsasantillan@arizona.edu or Hannah Hindley 520 621-2288 or hannahhindley@arizona.edu](mailto:jtolsasantillan@arizona.edu)

- Planning a Meeting/Workshop/Conference: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu
- Filming at Telescope Sites: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu
- Department Logos: Cathi Duncan, (520) 621-1320 or cduncanf@email.arizona.edu
 - Download logos: <https://arizona.box.com/s/lbilclbu1mqdo2zbc6sf4yas39sp5eoi>

- Telescope Facilities:

Facility	Office Contact	Mountain Contact
12m/Kitt Peak	Patricia Orosz-Coglan (520) 621-5290 porosz@arizona.edu	Sean Keel (520) 822-6570 skeel@arizona.edu
60-Inch/Mt. Lemmon	Barbara Abril (520) 621-7656 babril@arizona.edu	Steve Bland (520) 621-7931 sblandii@arizona.edu
61-Inch/Mt. Bigelow	Barbara Abril (520) 621-7656 babril@arizona.edu	Steve Bland (520) 621-7931 sblandii@arizona.edu
90-Inch/Kitt Peak	Barbara Abril (520) 621-7656 babril@arizona.edu	Joe Wood 520-318-8690 or 520-318-8691 jjwfrog@arizona.edu ; Kara Hatch (520) 626-1466 khatch@lbto.org
LBT/Mt. Graham	Cindy Kontowicz (520) 626-7971 ckontowicz@lbto.org	Observer Control Room (520) 879-4547
MMT/Mt. Hopkins	Susan Wahl (520) 621-1558 swahl@mmto.org	Bob Moulton (520) 621-4328 rmoulton@arizona.edu
SMT/Mt. Graham	Patricia Orosz-Coglan (520) 621-5290 porosz@arizona.edu	Gary Gray (520) 626-6365 Garyg1@arizona.edu
VATT/Mt. Graham	Paul Gabor (520) 621-6043 pgabor@arizona.edu	

Telescope Keys- for all Arizona telescope sites:

- Michelle Cournoyer, (520) 621-2289 or michelle@arizona.edu
- Barbara Abril (520) 621-7659 or babril@arizona.edu

Telescope Observing and Schedules:

- Paul Smith, (520) 621-2779 or psmith@as.arizona.edu
- Dennis Zaritsky, (520) 621-6027 or dfz@arizona.edu
- Eiichi Egami, (520) 621-3161 or eegami@arizona.edu
- Contact Eiichi to be added to the [mailing list az_astro_observer@list.arizona.edu](mailto:mailing_list_az_astro_observer@list.arizona.edu) to reserve telescope proposal information and other observer-related messages
- ARO Helpdesk, arotickets@mantishub.io
- ARO Operations manager: Remo Tilanus, rtilanus@arizona.edu, (520) 621-5092.

University of Arizona Resources

Copying, Printing and Design Services

Fast Copy, <http://union.arizona.edu/fastcopy/> or call (520) 621-5306 or email fastcopy@arizona.edu
Fast Design, (520) 621-5305

Diversity & Inclusion: <https://diversity.arizona.edu/cultural-and-resource-centers>

Information Technology

IT services are available through UITs including HPC, database hosting & administration and many more. For detailed information visit <https://it.arizona.edu/services/faculty>.

UA Health and Wellness Services

UA offers resources and support available to employees, including the confidential [Employee Assistance Counseling](#), which are free to benefits-eligible employees, dependents, and household members. More information on health and wellness services offered by the UA can be found at the following link: <https://www.arizona.edu/health-wellness-students>

Counseling and Psych Services (CAPS)

CAPS provides individualized care and mental health resources to all enrolled UA students. Services include counseling sessions, assistance with connecting to off-campus resources, confidential crisis support, and more. Some major health insurance plans are accepted, but insurance is not required to use CAPS. Call or visit online to schedule a Zoom appointment. <https://caps.arizona.edu/>

Life & Work Connections

In addition to health-, educational- and financial benefits, the University is committed to providing family- friendly benefits to support employees' family needs, e.g. dependent- and child care, employee assistance and wellness, and work/life support. The Life & Work Connections webpage contains a myriad of information that can be accessed at <https://lifework.arizona.edu/>. Below are some links for a few of these services:

- Childcare Choice Reimbursement Program/Employee Assistance
 - <https://lifework.arizona.edu/childcare-employee>
- Sick Child and Emergency/Back-Up Care, and Out of Town Childcare Support for Professional Conference or Research Projects
 - https://lifework.arizona.edu/cc/sick_child_and_emergency_back_up_care_program
- Childcare Flexible Spending Accounts
 - <https://hr.arizona.edu/employees-affiliates/benefits/insurance-benefits/flexible-spending-accounts-general-information>
- Lactation and Family-Friendly Spaces
 - <https://lifework.arizona.edu/family-spaces>
- Flexible Work Arrangements
 - https://hr.arizona.edu/content/Flexible-Work-Guidelines?_gl=1%2Aak7ow4%2A_ga%2AMTk3Mjk4OTAzMS4xNjU0MDk3MDM0%2A_ga_7PV3540XS3%2AMTY1NDEyNDU1MS4zLjEuMTY1NDEyNjg1OC42MA
- Employee Wellness including Screenings and Flu Shots
 - <https://lifework.arizona.edu/health-screenings>

- Employee Assistance/Counseling
 - <https://lifework.arizona.edu/counseling>

Postdoctoral Affairs

This is a valuable resource to obtain information about New Postdoc Orientation/Human Resources and Benefits/Professional Development, Grant Applications, etc.:

<https://postdoc.arizona.edu/>

Title IX

The University wants all members of its community to know where to turn to if they have a concern, need assistance or support, or would like to file a complaint against any form of discrimination or harassment. For more information visit <https://equity.arizona.edu/title-ix>

Writing Groups

Writing accountability groups can help improve publication rates and promote work-life balance: <https://postdoc.arizona.edu/content/postdoctoral-writing-groups>. For more information, contact Jenna Coalson at jcoalson@arizona.edu