NEW POSTDOC RESOURCES

PART I

WHAT TO DO BEFORE AND AFTER YOUR ARRIVAL AT STEWARD OBSERVATORY

Start the Hiring Process
• After accepting the employment offer as outlined in your offer letter, contact Susan Warner (warners@email.arizona.edu) and Christina Siqueiros (siqueirc@email.arizona.edu) in the Steward Observatory Business Office (SOBO) as soon as possible to inquire about actions you need to take to start the hiring process.
• Susan and/or Christina can also help answer basic questions about UA benefits and insurance options, but for more detailed information, please visit:
  o https://hr.arizona.edu/employees-affiliates/benefits/benefit-options-ua-employed-postdoctoral-scholars
  o https://hr.arizona.edu/employees-affiliates/benefits/insurance-benefits/arizona-department-administration-adoa-health-plans#hdr-1

Notify us of your Visa Status
• If you are not a US Citizen or Permanent Resident, inform Elsie Gericke (egericke@email.arizona.edu) and Susan Warner (warners@email.arizona.edu) immediately of your immigration status so we can be proactive in assisting you with a visa application. Susan processes J-1 visa applications and Elsie handles H-1B applications.
• If you are on a J-1 visa, you must have a health insurance plan that is active on the first day of your employment to cover the gap between your start date and the date your UA benefits kick in. You can sign up through any private organization, or through UA Campus Health: https://www.health.arizona.edu/post-doctoral-fellows. Campus Health can be reached at (520) 621-6490.
• International postdocs are encouraged to visit the International Faculty and Scholars website at https://global.arizona.edu/ifs. For questions, contact the Office of Global Initiatives at (520) 626-6289, or email them at uaifs@email.arizona.edu. Information can also be obtained at https://postdoc.arizona.edu/content/international-postdocs.

International Postdocs
The Office of UA Global Initiatives supports international postdocs. The International Faculty & Scholars website can be found at https://global.arizona.edu/ifs. Be sure to visit the International Office as soon as possible after your arrival: University Services Bldg., 3rd floor, 888 N. Euclid Avenue. You can also reach them at (520) 621-1636.

Provide Information for the department’s Postdoc Webpage, Online Directory, and Email Lists
• Email a head and shoulder photograph to Elsie Gericke (egericke@email.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
• Provide Elsie 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.
Obtain Designated Campus Colleague (DCC) Status

- The department can submit a request for DCC pre-hire status for postdocs who have accepted a new position providing they have a current work/student visa, or US citizen/permanent resident status. DCCs are provided with a UA NetID and email address before their actual start date which allows for easier collaboration with their faculty mentors, as well as access to submit grant proposals.

- You will receive a DCC Worksheet from the SO Director’s office to complete and then send back along with a copy of your CV (and immigration documents if applicable).

- If you have trouble setting up your NetID and password, contact UITS 24/7 IT Support:
  - Phone: (877) 522-7929 / (520) 626-8324
  - Chat: https://support.arizona.edu/

Postdoc Mentoring

Prof. Dan Marrone is the Department’s Post Doc Program Coordinator. He can be reached at dmarrone@email.arizona.edu.

Information about Parking on Campus/Commuting

If you are interested in parking your vehicle or bicycle 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

Buying and Setting up Computer Equipment

Computer equipment can be purchased before your arrival to help you settle in faster. Miranda Cox (mscox@email.arizona.edu) in the Steward Observatory Business Office can assist you with the purchase of your computer equipment. Trey Gacon (fsg3@email.arizona.edu) in the IT department can provide technical advice and assistance with setting up your computer, logging into the UA system, and setting you up with a printer.

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/fsm/900/914
- 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).
- Please keep all receipts pertaining to your move to Tucson as you may be asked to produce them.
- You are encouraged to seek competitive estimates of your relocation costs. A list of vendors with existing UA contracts is available at: https://pacs.arizona.edu/sites/pacs/files/moving_info_sheet_new-hires-2-16-18.pdf.
- 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 Elsie Gericke (egericke@email.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.
- Meet with Susan Warner (warners@email.arizona.edu) in SOBO (Annex Bldg., room 11) 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 Student Union: https://catcard.arizona.edu/. You will need to provide your employee ID number to verify your official status at the UA.
- Fees -- Cost to DCCs: $25 / Cost to employees: None / 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://uaccess.arizona.edu/ and log in with your UA NetID and Password. Click on Time Reporting on your UA Employee Home Page.
- If you have questions about filling out your timesheet, contact Susan Warner (warners@email.arizona.edu) or Jennifer Lundin (jlundin1@email.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 Elsie Gericke (egericke@email.arizona.edu) or Angela Miles (angelam3@email.arizona.edu) to schedule a meeting.

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**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 shortlist of people to contact within the department:

- Account Numbers: Laura Hammond, (520) 621-4463 hammond1@email.arizona.edu
- Air conditioning/heating, lighting, insects, vents etc.: Gabe Coronado, (520) 304-6880 or bldg@as.arizona.edu / coronadog@email.arizona.edu
- Buell’s calendar, email lists, office space, furniture, white/chalk/cork boards: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Business cards: Angela Miles, (520) 621-6524, or angelam3@email.arizona.edu
- Computer purchases and moving/traveling allowances: Miranda Cox Hauser, (520) 626-1979 or mscox@email.arizona.edu
- Computing/IT support: Trey Gacon, fsg3@email.arizon.edu
- Conference room scheduling: roomscheduling@as.arizona.edu
- Copier/Xerox Account: Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu
- Graduate Program Advisor: Josh Eisner, Room N414, (520) 626-7645 or jeisner@email.arizona.edu
- Grants and Proposals: Jennifer Pierson, (520) 621-1938 or jpierson@email.arizona.edu
- H1B Visa: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Human Resources/Benefits: Susan Warner, (520) 621-6526 or warners@email.arizona.edu, or Christina Siqueiros, (520) 621-2371 or siqueiro@email.arizona.edu
- J1 Visa: Susan Warner, (520) 621-6526 or warners@email.arizona.edu
- Office-door name plates: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Office keys: Michelle Cournoyer, (520) 621-2289 or michelle@email.arizona.edu
- Office supplies: Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu (or Michelle Cournoyer)
- Postdoctoral Fellowship Program Coordinator: Dan Marrone, (520) 621-5175 or dmarrone@email.arizona.edu
- Parker Library (3rd floor) calendar or other library-related questions: Betty Fridena, (520) 621-2046 or bfridena@as.arizona.edu
- Safety Training: Mark Buglewicz, (520) 621-6536 or buglewic@email.arizona.edu
- Reimbursements, travel and UA vehicle rentals: Diana Sigala, (520) 621-3820 or dianas1@email.arizona.edu
- Telescope Facilities:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Office Contact</th>
<th>Mountain Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>12m/Kitt Peak</td>
<td>Patricia Orosz-Coghlan</td>
<td>Michael Begam</td>
</tr>
<tr>
<td></td>
<td>(520) 621-5290 <a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a></td>
<td>(520) 318-8670 <a href="mailto:mbegam@email.arizona.edu">mbegam@email.arizona.edu</a></td>
</tr>
<tr>
<td>60-Inch/Mt. Lemmon</td>
<td>Carmen Otero (520) 621-7659</td>
<td>Jim Grantham (520) 621-7931</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a></td>
<td><a href="mailto:grantham@as.arizona.edu">grantham@as.arizona.edu</a></td>
</tr>
<tr>
<td>61-Inch/Mt. Bigelow</td>
<td>Carmen Otero (520) 621-7659</td>
<td>Jim Grantham (520) 621-7931</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a></td>
<td><a href="mailto:grantham@as.arizona.edu">grantham@as.arizona.edu</a></td>
</tr>
<tr>
<td>90-Inch/Kitt Peak</td>
<td>Carmen Otero (520) 621-7659</td>
<td>Bill Wood (520) 318-8690</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a></td>
<td><a href="mailto:bwood@email.arizona.edu">bwood@email.arizona.edu</a></td>
</tr>
<tr>
<td>LBT/Mt. Graham</td>
<td>Cindy Kontowicz (520) 626-7971</td>
<td>Bonnie Ferguson (520) 626-1466</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cdevereaux@lbto.org">cdevereaux@lbto.org</a></td>
<td><a href="mailto:bferguson@lbto.org">bferguson@lbto.org</a></td>
</tr>
<tr>
<td>MMT/Mt. Hopkins</td>
<td>Susan Wahl (520) 621-1558</td>
<td>Observer Control Room</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:swahl@mmt.org">swahl@mmt.org</a></td>
<td>(520) 879-4547</td>
</tr>
<tr>
<td>SMT/Mt. Graham</td>
<td>Patricia Orosz-Coghlan</td>
<td>Bob Moulton (520) 621-4328</td>
</tr>
<tr>
<td></td>
<td>(520) 621-5290 <a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a></td>
<td><a href="mailto:rmoulton@email.arizona.edu">rmoulton@email.arizona.edu</a></td>
</tr>
<tr>
<td>VATT/Mt. Graham</td>
<td>Paul Gabor (520) 621-6043</td>
<td>Gary Gray (520) 626-6365</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pgabor@email.arizona.edu">pgabor@email.arizona.edu</a></td>
<td><a href="mailto:ggray@as.arizona.edu">ggray@as.arizona.edu</a></td>
</tr>
</tbody>
</table>
- Telescope Keys:
  - Carmen Otero, (520) 621-7659 or oteroc@email.arizona.edu
  - Amanda Morris, (520) 621-2288 or morrisa1@email.arizona.edu
  - Michelle Cournoyer, (520) 621-2289 or michelle@email.arizona.edu
- Telescope Observing and Schedules:
  - Paul Smith, (520) 621-2779 or psmith@email.arizona.arizona.edu
  - Dennis Zaritsky, (520) 621-6027 or dennis.zaritsky@gmail.com
  - Eiichi Egami, (520) 621-3161 or eegami@email.arizona.edu
  - Contact Eiichi to be added to the mailing list az_astro_observer@list.arizona.edu to reserve telescope proposal information and other observer-related messages
- Timesheets: Jennifer Lundin, (520) 621-0045 or jlundin1@email.arizona.edu (or Susan Warner)
- Undergraduate Program Coordinator: Yancy Shirley, (520) 626-3666 or yshirley@email.arizona.edu
- Website support: Carlos Burguillo Rodriguez, (520) 626-1582 or cburguillo@email.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
University of Arizona Resources

Copying, Printing and Design Services
Fast Copy, http://union.arizona.edu/fastcopy/ or call (520) 621-5306 or email fastcopy@email.arizona.edu
Fast Design, (520) 621-5305

Diversity & Inclusion:  https://diversity.arizona.edu/support-centers-faculty

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.

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/cc/childcare-choice-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 Spaces
  https://lifework.arizona.edu/cc/lactation_information
- Flexible Work Arrangements
  https://lifework.arizona.edu/wls/flexworkarrangements
- Family Friendly Community
  https://lifework.arizona.edu/wls/resources-support-well-being
- Employee Wellness including Screenings and Flu Shots
  https://lifework.arizona.edu/wsw/health_screenings
- Employee Assistance/Counseling
  https://lifework.arizona.edu/ea/mental-healthaddiction

Notary Public Service
Notary Public services are available at the Post Office in the Student Union Building. The cost is $2 per signature. Check or cash only. Call before you go: 520-626-6245

Ombuds Program
The Ombuds Program is a confidential, informal, impartial, and independent resource for effective communication, collaboration, and conflict management: http://ombuds.arizona.edu/

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://www.titleix.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@email.arizona.edu