

## 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](mailto:warners@email.arizona.edu)) and Christina Siqueiros ([siqueirc@email.arizona.edu](mailto: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:
  - <https://hr.arizona.edu/employees-affiliates/benefits/benefit-options-ua-employed-postdoctoral-scholars>
  - <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](mailto:egericke@email.arizona.edu)) and Susan Warner ([warners@email.arizona.edu](mailto: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](mailto: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., 3<sup>rd</sup> 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](mailto: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](mailto: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 ([mcox@email.arizona.edu](mailto:mcox@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](mailto: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](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](mailto: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](mailto: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](mailto:warners@email.arizona.edu)) or Jennifer Lundin ([jlundin1@email.arizona.edu](mailto: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](mailto:egericke@email.arizona.edu)) or Angela Miles ([angelam3@email.arizona.edu](mailto:angelam3@email.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 shortlist of people to contact within the department:

- Account Numbers: Laura Hammond, (520) 621-4463 [hammondl@email.arizona.edu](mailto:hammondl@email.arizona.edu)
- Air conditioning/heating, lighting, insects, vents etc.: Gabe Coronado, (520) 304-6880 or [bldg@as.arizona.edu](mailto:bldg@as.arizona.edu) / [coronadog@email.arizona.edu](mailto: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](mailto:egericke@email.arizona.edu)
- Business cards: Angela Miles, (520) 621-6524, or [angelam3@email.arizona.edu](mailto:angelam3@email.arizona.edu)
- Computer purchases and moving/traveling allowances: Miranda Cox Hauser, (520) 626-1979 or [msox@email.arizona.edu](mailto:msox@email.arizona.edu)
- Computing/IT support: Trey Gacon, [fsg3@email.arizon.edu](mailto:fsg3@email.arizon.edu)
- Conference room scheduling: [roomscheduling@as.arizona.edu](mailto:roomscheduling@as.arizona.edu)
- Copier/Xerox Account: Amanda Morris, (520) 621-2288 or [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu)
- Graduate Program Advisor: Josh Eisner, Room N414, (520) 626-7645 or [jeisner@email.arizona.edu](mailto:jeisner@email.arizona.edu)
- Grants and Proposals: Jennifer Pierson, (520) 621-1938 or [jpierson@email.arizona.edu](mailto:jpierson@email.arizona.edu)
- H1B Visa: Elsie Gericke, (520) 621-6082 or [egericke@email.arizona.edu](mailto:egericke@email.arizona.edu)
- Human Resources/Benefits: Susan Warner, (520) 621-6526 or [warners@email.arizona.edu](mailto:warners@email.arizona.edu), or Christina Siqueiros, (520) 621-2371 or [siqueirc@email.arizona.edu](mailto:siqueirc@email.arizona.edu)

- J1 Visa: Susan Warner, (520) 621-6526 or [warners@email.arizona.edu](mailto:warners@email.arizona.edu)
- Office-door name plates: Elsie Gericke, (520) 621-6082 or [egericke@email.arizona.edu](mailto:egericke@email.arizona.edu)
- Office keys: Michelle Cournoyer, (520) 621-2289 or [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu)
- Office supplies: Amanda Morris, (520) 621-2288 or [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu) (or Michelle Cournoyer)
- Postdoctoral Fellowship Program Coordinator: Dan Marrone, (520) 621-5175 or [dmarrone@email.arizona.edu](mailto:dmarrone@email.arizona.edu)
- Parker Library (3<sup>rd</sup> floor) calendar or other library-related questions: Betty Fridena, (520) 621-2046 or [bfridena@as.arizona.edu](mailto:bfridena@as.arizona.edu)
- Safety Training: Mark Buglewicz, (520) 621-6536 or [buglewic@email.arizona.edu](mailto:buglewic@email.arizona.edu)
- Reimbursements, travel and UA vehicle rentals: Diana Sigala, (520) 621-3820) or [dianas1@email.arizona.edu](mailto:dianas1@email.arizona.edu)

- Telescope Facilities:

Facility	Office Contact	Mountain Contact
12m/Kitt Peak	Patricia Orosz-Coghlan (520) 621-5290 <a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a>	Michael Begam (520) 318-8670 <a href="mailto:mbegam@email.arizona.edu">mbegam@email.arizona.edu</a>
60-Inch/Mt. Lemmon	Carmen Otero (520) 621-7659 <a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a>	Jim Grantham (520) 621-7931 <a href="mailto:grantham@as.arizona.edu">grantham@as.arizona.edu</a>
61-Inch/Mt. Bigelow	Carmen Otero (520) 621-7659 <a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a>	Jim Grantham (520) 621-7931 <a href="mailto:grantham@as.arizona.edu">grantham@as.arizona.edu</a>
90-Inch/Kitt Peak	Carmen Otero (520) 621-7659 <a href="mailto:oteroc@email.arizona.edu">oteroc@email.arizona.edu</a>	Bill Wood (520) 318-8690 <a href="mailto:bwood@email.arizona.edu">bwood@email.arizona.edu</a>
LBT/Mt. Graham	Cindy Kontowicz (520) 626-7971 <a href="mailto:cdevereaux@lbto.org">cdevereaux@lbto.org</a>	Bonnie Ferguson (520) 626-1466 <a href="mailto:bferguson@lbto.org">bferguson@lbto.org</a>
MMT/Mt. Hopkins	Susan Wahl (520) 621-1558 <a href="mailto:swahl@mmt0.org">swahl@mmt0.org</a>	Observer Control Room (520) 879-4547
SMT/Mt. Graham	Patricia Orosz-Coghlan (520) 621-5290 <a href="mailto:porosz@email.arizona.edu">porosz@email.arizona.edu</a>	Bob Moulton (520) 621-4328 <a href="mailto:rmoulton@email.arizona.edu">rmoulton@email.arizona.edu</a>
VATT/Mt. Graham	Paul Gabor (520) 621-6043 <a href="mailto:pgabor@email.arizona.edu">pgabor@email.arizona.edu</a>	Gary Gray (520) 626-6365 <a href="mailto:ggray@as.arizona.edu">ggray@as.arizona.edu</a>

- Telescope Keys:

- Carmen Otero, (520) 621-7659 or [oteroc@email.arizona.edu](mailto:oteroc@email.arizona.edu)
- Amanda Morris, (520) 621-2288 or [morrisa1@email.arizona.edu](mailto:morrisa1@email.arizona.edu)
- Michelle Cournoyer, (520) 621-2289 or [michelle@email.arizona.edu](mailto:michelle@email.arizona.edu)

- Telescope Observing and Schedules:

- Paul Smith, (520) 621-2779 or [pssmith@email.arizona.arizona.edu](mailto:pssmith@email.arizona.arizona.edu)
- Dennis Zaritsky, (520) 621-6027 or [dennis.zaritsky@gmail.com](mailto:dennis.zaritsky@gmail.com)
- Eiichi Egami, (520) 621-3161 or [eegami@email.arizona.edu](mailto:eegami@email.arizona.edu)
- Contact Eiichi to be added to the mailing list [az\\_astro\\_observer@list.arizona.edu](mailto: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](mailto:jlundin1@email.arizona.edu) (or Susan Warner)
- Undergraduate Program Coordinator: Yancy Shirley, (520) 626-3666 or [yshirley@email.arizona.edu](mailto:yshirley@email.arizona.edu)
- Website support: Carlos Burguillo Rodriguez, (520) 626-1582 or [cburguillo@email.arizona.edu](mailto:cburguillo@email.arizona.edu)
- Planning a Meeting/Workshop/Conference: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Filming at Telescope Sites: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto:cduncanf@email.arizona.edu)
- Department Logos: Cathi Duncan, (520) 621-1320 or [cduncanf@email.arizona.edu](mailto: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](mailto: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](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](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](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](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](mailto:jcoalson@email.arizona.edu)