



NEW POSTDOC LOGISTICS AND 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 (susan@as.arizona.edu) and Christina Siqueiros (christin@as.arizona.edu) in the Steward Observatory Business Office 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) and Susan Warner (susan@as.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.
- 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>.

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 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).

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 Hauser (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) in the IT department can provide technical advice and assistance with setting up your computer and logging into the UA system.

Relocating to Tucson

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).
- 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 move to Tucson so we can ensure that your office is ready.

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 (susan@as.arizona.edu) or Jennifer Lundin (jlundin1@email.arizona.edu) in the Business Office.

Meeting with the Department Head

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 Mattea Wallace (matteasw@email.arizona.edu) to schedule a meeting.

PART II
DEPARTMENTAL 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 with contact information; a comprehensive list is available under "Useful Information for Faculty, Postdocs and Grad Students".

- Human Resources/Benefits: Susan Warner, (520) 621-6526 or susan@as.arizona.edu, or Christina Siqueiros, (520) 621-2371 or christin@as.arizona.edu
- H1B Visa: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- J1 Visa: Susan Warner, (520) 621-6526 or susan@as.arizona.edu
- Grant/Proposals: Jennifer Pierson, (520) 621-1938 or jpierson@email.arizona.edu
- Account Numbers: Laura Hammond, (520) 621-4463 or lhammond@as.arizona.edu
- Moving/traveling allowances & computer purchases: Miranda Cox Hauser, (520) 626-1979 or msox@email.arizona.edu
- Office Space/Furniture: Elsie Gericke, (520) 621-6082 or egericke@email.arizona.edu
- Email lists, Office space & Furniture: 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
- Computing/IT support: Trey Gacon, fsg3@email.arizon.edu
- Website support: Paul Hart, (520) 626-1582 or hart@as.arizona.edu
- Building Monitor (questions about office temperature, lighting, insects etc.): Gabe Coronado, (520) 304-6880 or coronadg@email.arizona.edu

University of Arizona Resources

University of Arizona 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/>

UA 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>

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

UA 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 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.