**Office of Postdoctoral Affairs (OPA)**

**Research, Economic Development & Engagement**

**Uptown 209, 209 East 5th Street, Mail Stop 157**

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**OPA Website:** <https://rede.ecu.edu/postdoctoral/>

**Department Checklist for New Postdoctoral Scholar Recruitment & Appointments**

1. \_\_\_\_\_ The Department completes the initial Position Description Form and obtains the signature of the supervisor (mentor) and Department chair. This form will be uploaded in PeopleAdmin for routing to budget and the Office of Postdoctoral Affairs.

***NOTES:***

* ***Per the Office of Postdoctoral Affairs all new ECU postdocs and ECU postdocs whose contracts are ending and who are being reappointed, must be hired at or above the salary minimum $61,008, in accordance with the change in the federal Fair Labor Standards Act. Postdoctoral scholars will thus not be entitled to overtime pay.***
* ***Per the Office of Postdoctoral Affairs all new ECU Postdocs contracts should begin on a Monday (or Tuesday, if the Monday falls on an ECU holiday), so that the postdocs can attend New Employee Orientation through the HR office.***

2. \_\_\_\_\_ The Department will submit a posting request in PeopleAdmin following instructions in the Postdoc Applicant Tracking Job Aid provided by OPA. Initiator/Level 1 routes to Budget, Budget routes to Postdoc Approver, Postdoc Approver routes to OED, OED routes to HR. ***The PeopleAdmin posting must first be approved by OED and HR before the position can be advertised with an outside source.***

***Position Number: PDS-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_***

3. \_\_\_\_\_ After the position closes (must be open for a minimum of 7 days), the Department will screen the applicants following instructions in the Postdoc Applicant Tracking Job Aid provided by the OPA. At least one applicant must be interviewed either in person or via an internet calling application and/or video chat.

4. \_\_\_\_\_ Once an applicant is selected, the Department submits the Hiring Proposal following the instructions in the Postdoc Applicant Tracking Job Aid. This serves as the Compliance Report. After approval of the Hiring Proposal by OED, an email will be sent to the Department. The Department should forward that email to Traci Brown in the OPA and then the Department makes the verbal job offer to the Candidate of Choice.

5. \_\_\_\_\_ Once the Candidate of Choice verbally agrees to accept the position, the Department will notify OPA that the Candidate of Choice has accepted so that the OPA can transition the Hiring Proposal to “Background Check Pending”. Once a satisfactory report has been received, HR will email that information to the OPA and the OPA will forward the email to the Department for their records.

6. \_\_\_\_\_ The Department will see that the OPA receives the following:

 A. \_\_\_\_\_ Current CV/Resume

 B. \_\_\_\_\_ Official transcript translated in English showing an earned PhD or Registrar’s statement translated in English stating all degree requirements have been completed. Or if their coursework is completed and all they have left is the defense of their Dissertation, then ask their advisor to provide the scheduled defense date.

 C. \_\_\_\_\_ If non-US Citizen, type of requested employment authorization (J1, F1-OPT, H1-B, EAD, or PR/Green Card).

7. \_\_\_\_\_ The Department will request a contract template from the OPA and will fill in the blanks with the Postdoctoral Scholar and Departmental Information. Appointments are typically for a 1-year period and can be renewed for up to 5 years total. The department will also insert the summary of duties from the Position Description Form. The letter should be sent to the OPA for insertion onto letterhead and to be reviewed and signed by the OPA Director. The OPA will send the contract through DocuSign for signature, copying the admin and the mentor. For scholars seeking a **J1 Visa**, the contract letter will need to be included with the J1 Visa packet prepared by the Office of Global Affairs.

8. \_\_\_\_\_ If the Postdoctoral Scholar is seeking or has a **J1 Visa**, the Department must provide the following to the **J1 responsible officer in the Office of Global Affairs.** <https://global-affairs.ecu.edu/intranet/invite-a-scholar/>.

A. \_\_\_\_\_ Current CV/Resume

B. \_\_\_\_\_ Approved Position Description Form

C. \_\_\_\_\_ Postdoctoral Scholar’s residential address

D. \_\_\_\_\_ Proof of highest degree earned

E. \_\_\_\_\_ Copy of contract letter

F. \_\_\_\_\_ Copy of the picture page of the Postdoctoral Scholar’s passport

G. \_\_\_\_\_ Completed DS-2019 Request Form

H. \_\_\_\_\_ Completed English Proficiency Certification Form

9. \_\_\_\_\_ If the Postdoctoral Scholar is seeking a **post-completion Optional Practical Training (OPT)** benefit on a **F1 Visa**, the individual must seek this independently through their current institution. This usually takes ~ 90 days to process. The scholar must send the OPA:

 A. \_\_\_\_\_ The contact information of their current university F1 sponsor

B. \_\_\_\_\_ A copy of the OPT/EAD (Employment Authorization Document) or work permit when issued. The Employment dates on the Position Description Form and contract must be within the EAD employment eligibility dates (which are no longer than 12 months).

10. \_\_\_\_\_ If the Postdoctoral Scholar is seeking or has an **H1-B Visa**, the Department must contact the OPA for the appropriate procedures and must follow the ECU H1-B guidelines for postdoctoral scholars.

11. \_\_\_\_\_ If you anticipate foreign national applicants for this position who may seek permanent residency, Department of Labor recruitment polices must be taken into consideration. Please contact Traci Brown in OPA for the proper Department of Labor recruitment practices.

12. \_\_\_\_\_ If the Postdoctoral Scholar is a non-US Citizen and is a permanent resident, the Department must obtain from the scholar a copy of his/her permanent resident card (green card) and send it to the OPA.

13. \_\_\_\_\_ The Department will provide a copy of the Medical Coverage Enrollment form found on the OPA website under Benefits. The scholar must complete this form whether or not they choose to be covered by the Group Health Plan. The Department will scan the completed form to the OPA. Please note the scholars will not be covered until the first of the month after they begin work. If they want to also ensure their dependents, they will need to contact BCBS directly. The web address is: <http://studentbluenc.com/#/ecu>

 **Important Note: If a Postdoctoral Scholar is on a J1 Visa, they will be required to obtain coverage for the period prior to their ECU coverage going into effect. This is a requirement of their J1 Visa. This coverage is paid for by the Postdoctoral Scholar. It should be purchased through GeoBlue and must be effective on the date they enter the country. The Office of Global Affairs will provide enrollment information to these scholars. Example: Start date is 7/12 and they enter the US on 7/5. GeoBlue coverage will have to be purchased for 7/5 – 7/31 only. ECU coverage will go into effect 8/1.**

14. \_\_\_\_\_ **HR will send the postdoc an invitation to attend the required New Employee Orientation on their first date of employment.** The HR office will send them instructions to complete the federally required Employment Eligibility Verification Form (I-9) and a list of original documents (no photocopies) they will need to bring with them to complete the certification process during orientation.

15. \_\_\_\_\_ If the Postdoctoral Scholar is a U.S. Citizen, the Department will direct them to the Payroll website, <https://financialservices.ecu.edu/payroll-forms-links/> , for the following forms they will need to submit to the Payroll office on their first day of work:

 A. \_\_\_\_\_ Authorization for Direct Deposit

 B. \_\_\_\_\_ W-4 Federal Taxes

 C. \_\_\_\_\_ NC-4 State Taxes

16. \_\_\_\_\_ If the Postdoctoral Scholar is a Non-U.S. Citizen, the Department will send an email to internationaltax@ecu.edu requesting the latest version of the ***Foreign Visitor Information Form*** for a new international Postdoctoral Scholar and ask to schedule an appointment on their first day. The Department will send this form and the ***Authorization for Direct Deposit Form*** to the Postdoctoral Scholar and inform them they must bring the completed forms with them on their first day of work and instruct them **not** to send any completed forms back via email.