

New Postdoc Checklist

The following is a list of important to-do items that will assist you in making a smooth transition to NYU. Hope you find it helpful!

Before You Arrive

☐ Find Housing

Visit our **Postdoc Housing** page for help with housing options.

☐ Contact Your Department

Contact your departmental administrator to ensure that you have everything in check to make the smooth to NYU. For a listing of all departments, see:

http://www.med.nyu.edu/education/academic_departments.html

After You Arrive

☐ Visit Human Resources

Upon arrival to NYU, check in with your departmental administrator who will make an appointment for you to visit Human Resources. All individuals to be paid on NYU School of Medicine payroll will be required to come to the NYU School of Medicine Human Resources Administration Office to complete the new hire process prior to their first day of work. This includes individuals who are (or have been) affiliated with NYU School of Medicine and/or NYU Hospitals Center but who are not currently on payroll in a compensated position, as well as individuals who have previously been compensated but are not currently paid, and have not been compensated by the NYU School of Medicine or the NYU Hospitals Center for a period of greater than two months. During your appointment with Human Resources, your representative will let you know what you will need to follow up on and what you can expect regarding your paycheck and your benefits.

Should you have any questions regarding the new hire process, do not hesitate to contact the NYU School of Medicine Human Resources Administration Office at (212) 404-3822.

❑ **Complete your Medical Clearance Form**

All Postdocs must return to the NYU Medical Center's Employee Health Service Office within two days of the pre-employment physical in order to pick up a MEDICAL CLEARANCE FORM. Postdocs must return the completed form to the NYU School of Medicine's HR Administration Representative in order to avoid any delay in the issuance of their first paycheck.

NOTE: FOREIGN NATIONALS need to complete additional forms with the NYU Medical Center Office of Immigration.

On their first day of employment (or earlier if possible) foreign nationals must check in with the **NYU Immigration Services** department to review their visa and entry paperwork. They will be given instructions on how to obtain a social security number from the Social Security Office using Application Form SS-5. In the interim, the postdoc will be given a temporary Social Security number. Upon receiving a permanent number from Social Security, the postdoc must notify Immigration Services as soon as possible. Immigration Services will also orient the postdoc regarding guidelines governing the VISA and will have the following forms/documents completed/collected:

- Copies of the postdoc's passport, VISA and INS form 1-94 Form I-20 or IAP-66
- Original I-9 with documents
- Original W-4
- Original Foreign National Information Form, FNIF
- Copy of Notice of Appointment

❑ **Get an NYU ID**

All new postdocs are required to have a photo identification card. The NYU SoM Human Resources Administration Representative will provide individuals with the necessary documentation and instructions on arranging for the picture to be taken and the ID to be issued by our Security Department. A current validated badge is to be worn to gain entrance to the School and at all times while on the School property. It is to be worn face up above the waist on the outer clothing. Security guards are authorized to stop any individual on the School premises not wearing

an appropriate identification badge. Identification badges are non-transferable and remain the property of the School.

☐ **Enroll in Benefits Orientation and Enrollment**

The NYU School of Medicine's Benefits Services Representative will also provide an orientation to postdocs regarding their benefits and provide them with all the necessary enrollment material. **Within 30 days of the date on the benefits worksheet, the postdoc must enroll for benefits and follow instructions in the packet** or the enrollment window will lapse and default coverage will be issued for the postdoc only.

☐ **Get an NYU E-mail Account**

All new Postdocs are required to have an email account. The NYU School of Medicine's Benefits Services Representative will provide information for obtaining an email account.

☐ **Sign-up for the Postdoc Mailing List**

After getting your NYU e-mail account, we strongly urge that you subscribe to the Postdoc Mailing listserve. Through the listserve you can receive information on upcoming postdoc events such as the New Postdoc Orientation, meetings, professional development and career opportunities, and postdoc socials and networking events. You must have an NYU email address to gain access to the listserv.

☐ **Attend Postdoctoral Orientation and Welcome to New York**

Four times a year there will be a postdoctoral general orientation meeting, organized by the Postdoc Council, to review important points found in this handbook and discuss any new items affecting postdocs. The announcement of the dates and schedules for the orientation will come from the Postdoctoral Program Office.

Now that You Are Here

Visit our **Living in New York City** page for helpful resources and links that will be of good use.