

## **BASIC PROCEDURE FOR EMPLOYMENT OF POSTDOCTORAL FELLOWS/TRAINEES (JOB CODE 1438)**

### NOTES:

- There may be many smaller steps, and departmental deadlines, but below are the basics with (very) approximate turn-around times.
- This begins AFTER recruitment and selection are completed.
- The very shortest amount of time needed would be 2-3 weeks.
- If the person is coming on a visa, start the process months ahead.

### STEPS:

1. Prep/collect employment packet items (listed on PDO website).
2. Send hiring/employment packet to the Postdoctoral Office (PDO) in time to meet the deadline for start date. (See deadlines at the PDO website.)
3. Create or update the position data. Get departmental approval.
4. PDO returns signed offer letter or addendum. (approximate 2-3 day turn around)
5. Obtain employee's signature on the letter.
  - A. If visa processing needed, send returned dean-signed offer letter along with other required documents to ISSS. They will obtain the signature from the employee and return original to the department. (turn around anywhere from 2- 4 months)
  - B. Original letter should be given to the employee to keep, or retained in the department.
6. Forward scanned electronic copy of the fully-signed offer letter to the PDO.
7. Submit any delayed documents to the PDO:
  - A. Background check verification (from HR).
  - B. Proof of degree
  - C. Whatever has been requested
8. Enter employment action job data rows into HRMS.
9. Send PDO an email "notification" from HRMS that the row is ready to be approved.

PDO = Postdoctoral Office, 2600 Academic Office Bldg, AMC campus  
PDO website = [www.ucdenver.edu/postdoc](http://www.ucdenver.edu/postdoc)