

The background of the cover is a photograph of a modern university building with large glass windows and a brick section. In the foreground, there is a large, red, abstract sculpture made of thick metal rings, resembling a stylized stethoscope or a molecular structure. Several people are gathered around the sculpture, some sitting on a low concrete wall. A red circular graphic is overlaid on the top left of the image, containing the title and office name.

UNMC POSTDOCTORAL HANDBOOK

OFFICE OF POSTDOCTORAL
EDUCATION

[PRINTABLE HANDBOOK \(PDF\)](#)

POSTDOC CATEGORIES

A **postdoctoral scholar** is one who has received his terminal degree (e.g., PhD/MD) and is pursuing further training. The postdoctoral scholar position is a short term training position, geared towards career, typically in academics, private industries, law firms, or government.

The initial appointment is for one year, with possible reappointments for three additional one-year terms. A postdoctoral scholar for the first 3-4 years of appointment is designated as a **Postdoctoral Research Associate**. The counting for the completion of 4 years begins from the date a postdoc joins UNMC. A postdoctoral scholar under the F or T-type training grant is designated as a **Postdoctoral Research Fellow**. The extension of the postdoctoral scholar appointment beyond four years requires the approval of the Vice Chancellor for Academic Affairs prior to the effective date of the reappointment. A written justification from the mentor for the extension is required. The purpose of the time-bound appointment is to protect the postdoctoral scholar from an indefinite length of stay in a training position and ensure transition into his/her career in a particular area of choice.

POSTDOCTORAL RESEARCH ASSOCIATE (PRA)

Focus: Postdoctoral Scholar: Research Training

Source of funding: Federal grants, State grants or Private Funds (e.g., foundation funds)

Education/Degree: PhD required.

Appointment Type: Special Appointment - Full Time Only (100% FTE)

Position Type: Academic (A1) - Regular Other Academic Salary

Duration: Up to four years. Initial appointment for one year. Appointment may be renewed on a year-to-year basis for an additional three years. Second year renewal *requires completion of the Responsible and Ethical Conduct of Research (RCR) Training and the Independent Development Plan (IDP)*. Annual evaluations with mentor are required for all reappointments. Extension beyond four years requires prior approval from the VCAA.

Minimum salary: The base salary will be set at the NRSA rate, adjusted by the cost of living index for Omaha, NE, when compared to the national average.

Benefits: Postdoctoral Research Associates (PRA):

- Eligible to enroll in the UNMC medical, dental, vision, life insurance, long-term

care, flexible spending accounts, and LTD.

- NOT eligible to participate in the University of Nebraska Basic Retirement 401(a) Plan.
- Eligible for the Supplemental Retirement Account 403(b) Plan.
- Vacation leave: same as Managerial-Professional employees. For additional information, you may review [Employee Leave Procedures](#).
- Sick leave: same as Managerial-Professional employees. For additional information, you may review [Employee Leave Procedures](#).

POSTDOCTORAL FELLOW (PF)

Focus: Postdoctoral Scholar: Research Training

Source of funding: NIH National Research Service Award or F -type or T-type training grants.

Education/Degree: PhD required

Appointment Type: Not an Employee of UNMC but paid via UNMC. Full time commitment (100% FTE).

Position Type: Academic (A1) - Regular Other Academic Salary

Duration: One year with annual renewal up to three years. Appointment may be renewed on a year-to-year basis for an additional 1-2 years. Second year renewal *requires completion of the Responsible and Ethical Conduct of Research (RCR) Training and the Independent Development Plan (IDP)*. Annual evaluations with mentor are required for all reappointments. Extension beyond 3 years requires prior approval from the VCAA.

Minimum salary: The base salary will be set at the NRSA rate, adjusted by the cost of living index for Omaha, NE, when compared to the national average.

Benefits: Postdoctoral Fellows (PF):

- Eligible to enroll in the UNMC medical, dental, and vision insurance.
- NOT eligible to participate in the University of Nebraska Basic Retirement Account 401(a) Plan.
- Eligible for the Supplemental Retirement 403(b) Plan.
- Vacation leave: managed and dictated per NIH guidelines.

- Sick Leave: fifteen (15) days of paid sick leave per year.
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CONTRACTS

The Postdoctoral contract is a one-year renewable contract. The renewal into the second year requires successful completion of the mandatory Responsible Conduct in Research (RCR) Workshop and UneVal online performance evaluation with the mentor. A contract will not be renewed without the fulfillment of these requirements.

Short-term extension of the contract

- On exceptional circumstances, the Vice Chancellor of Academic Affairs may consider an application for short-term extension of the contract (3 months or less) after two years of postdoctoral scholarship.
 - The application should be made at least two months in advance with clear rationale and justification, provided by both the postdoctoral scholar and their mentor, for the exceptional extension.
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ORIENTATION

The freshman UNMC postdoctoral scholars are required to attend the UNMC New Employee Orientation program conducted monthly by the Department of Human Resources. New Employee Orientation is a half-day educational program. This provides an overview of basic campus services, the benefits package, employee health / wellness / safety, and mandatory compliance policies and focuses on the history and culture of the University. For a schedule and registration information visit the [Guidelines-New Employee Orientation](#) page.

Postdoctoral scholars are also required to attend the orientation sponsored by the Office of Postdoctoral Education. This hour-long orientation covers information on sponsored programs, the Postdoc Association, intellectual properties, gives an overview of training opportunities and introduces postdocs to the valuable resources they have access to on campus. This program is held once a year during the fall.

EXPECTATIONS

A postdoctoral scholar is expected to participate in full-time advanced research training under the supervision and direction of a faculty mentor in his/her research program, supported by a mentor's grant or an individual fellowship/traineeship or equivalent support. The training involves, besides bench work, participation in all relevant research and academic activities related to preparation for a scientific career. These include reading and researching literature, manuscript preparation of research findings, attendance and presentations at seminars and meetings, attendance at training related activities (e.g., workshops for grant writing/scientific presentation), and a possible training in teaching related activities by mutual agreement between the postdoctoral scholars and mentors. A good communication and sharing of similar expectations between mentors and the scholars cannot be overemphasized for meeting these objectives.

COMPACT

The Compact between Postdoctoral Scholars and Faculty Mentors is a document developed at UNMC to initiate discussion about the Postdoctoral Scholar-Mentor relationships and obligations for a high quality postdoctoral training experience.

OBLIGATIONS OF A POSTDOCTORAL SCHOLAR

1. Develops a mutually defined research project (s) with the mentor that includes well-defined goals with a timeline.
2. Participates actively and conscientiously in a research project(s) outlined in discussion with the faculty mentor.
3. Seeks regular feedback on his/hers performance and participates in a formal evaluation by the mentor at least annually (via [UNeVal](#) online performance evaluation system).
4. Develop an individual development plan (IDP) with the mentor.
5. Exhibits good laboratory practice such as careful maintenance of research record and compliance with guidelines for biosafety and those involving animals and human subjects in research.
6. Complies with UNMC policies and guidelines on scientific conduct, intellectual property, and laboratory safety.
7. Maintains collegial conduct towards mentor and co-workers.
8. Attends Orientation and mandatory Responsible Conduct in Research (RCR)

workshop in the freshman year. Attends career development workshops/seminars (i.e., grant-writing workshops, placement workshops and workshops to improve scientific writing and presentation).

OBLIGATIONS OF A FACULTY MENTOR

1. Ensures that a mutually agreed upon set of expectations and goals are in place at the outset of the postdoctoral training.
2. Provides adequate facilities, resources, and guidance to achieve the agreed upon goals of the project.
3. Ensures timely submission of the scholar's research for publication/presentation and that he/she gets appropriate credit
4. Provides adequate guidance and mentoring in manuscript preparation and presentation of scientific information.
5. Reviews scholar's performance annually, in terms of research endeavor and career development (via **UNeVal** online performance evaluation system).
6. Ensures that a scholar attends Orientation and mandatory Responsible Conduct in Research (RCR) workshop in the freshman year.
7. Encourages scholars to attend career development workshops/seminars (i.e., grant-writing workshops, placement workshops and workshops to improve scientific writing and presentation).

POSTDOCTORAL EDUCATION ADVISORY COUNCIL (PEAC)

The Postdoctoral Education Advisory Council (PEAC) examines issues related to postdoctoral education at UNMC and provides guidance to the Postdoctoral Education Office in matters related to training and recruitment. The Postdoctoral Education Office functions under the advisory of the council which consists of eight faculty and two postdoctoral scholars. The Associate Dean and Director of the Office of Postdoctoral Education will chair the PEAC with the Postdoc Program Coordinator coordinating all activities.

COUNCIL MEMBERS

Iqbal Ahmad, PhD (Chair); Professor, Ophthalmology & Visual Sciences

Kaustubh Datta, PhD; Associate Professor, Biochemistry & Molecular Biology

Terrence Donohue, PhD; Professor, Internal Medicine

Keith Johnson, PhD; Professor, Eppley Institute

Luis A. Marky, PhD; Professor, Pharmaceutical Sciences

Kaushik Patel, PhD; Professor, Cellular & Integrative Physiology

Rakesh K. Singh, PhD; Professor, Pathology & Microbiology

Huangui Xiong, MD, PhD; Professor, Pharmacology & Experimental Neuroscience

Joshua Soucek, PhD; Postdoctoral Research Associate, Pharmaceutical Sciences

Sharon Del Bem Velloso de Moraes, PhD; Postdoctoral Research Associate, Cellular & Integrative Physiology

CONTACT INFORMATION

Michele Adkins, BS, C-TAGME
Postdoctoral Education Coordinator
Office: 402-559-3662
Email: michele.adkins@unmc.edu

UNMC POSTDOCTORAL ASSOCIATION

Please visit <https://blog.unmc.edu/pda/> for mission statement, current officers, and activities.

SALARY AND BENEFITS INFORMATION

SALARY

UNMC has a minimum salary policy for freshman postdoctoral scholars, which is determined every year based on the NRSA recommended salary and national survey of cost of living in Omaha. Please contact our office for the minimum salary for the current year.

HEALTH AND LIFE INSURANCE BENEFITS

Postdoctoral Research Associates working with an FTE of 50% or greater are eligible to enroll in the UNMC medical, dental, vision, life insurance, long-term care, and flexible spending accounts. Postdoctoral Research Fellows working with an FTE of 50% or greater are eligible to enroll in the UNMC medical, dental, and vision insurance.

LONG TERM DISABILITY

Postdoctoral Research Associates working with an FTE of 50% or greater are eligible to enroll for long-term disability coverage through UNMC.

RETIREMENT PROGRAM

Postdoctoral Research Associates and Postdoctoral Fellows are NOT eligible to participate in the University of Nebraska Basic Retirement program 401(a); however, they are eligible for the Supplemental Retirement Account 403(b) Plan. All regular "other academic" employees who have met the preliminary age, service and employment status requirements or have any of these unfilled requirements waived by the Board and are working at a rate of 0.50 FTE or greater are eligible to participate in the University of Nebraska Basic Retirement program 401(a) and the Supplemental Retirement Account 403(b). The standard Policies and Procedures of UNMC shall apply.

LEAVE POLICIES

VACATION

POSTDOCTORAL RESEARCH ASSOCIATES (PRA):

Vacation leave is the same as Managerial-Professional employees. For additional information please review [Employee Leave Procedures](#).

POSTDOCTORAL FELLOWS (PF):

Vacation leave is managed and dictated per NIH guidelines.

HOLIDAYS AND HOLIDAY PAY

Postdoctoral Research Associates and Postdoctoral Fellows receive the traditional and floating holidays off with pay. For additional information you may review [Employee Leave Procedures](#).

SICK LEAVE

POSTDOCTORAL RESEARCH ASSOCIATES (PRA):

Sick leave is the same as Managerial Professional employees. For additional information you may review [Employee Leave Procedures](#).

POSTDOCTORAL FELLOWS (PF):

NRSA trainees and fellows may continue to receive stipends for up to 15 calendar days of sick leave per year. Sick leave may be used for medical conditions related to pregnancy and childbirth. Under exceptional circumstances, this period may be extended in response to a written request to the NIH awarding component.

PARENTAL OR MATERNITY LEAVE

POSTDOCTORAL RESEARCH ASSOCIATES (PRA):

Parental leave or Maternity leave is the same as Managerial-Professional employees. For additional information you may review [Employee Leave Procedures](#).

POSTDOCTORAL FELLOWS (PF):

NRSA trainees and fellows may continue to receive stipends for up to 60 calendar days (8 work weeks) of parental leave per year for the adoption or birth of a child. Either or both parents are eligible for such leave, but the institution and/or the supervisor must be notified in advance according to organizational policies. The use of parental leave requires approval by the fellowship sponsor or the PI of the training grant.

MISCELLANEOUS

EMPLOYEE AND DEPENDENT SCHOLARSHIP PROGRAM

Educational benefits for the postdoctoral research associate or fellow are available for the employee (postdoc), dependent, or spouse. This applies only to academic credit courses being offered at any unit of the University of Nebraska. These courses can be taken for credit or audit. For additional information, you may review the [Employee and Dependent Scholarship Program Policy](#).

CHILD CARE

The [UNMC Child Development Center](#) was established in 1991 to meet the childcare needs of parents and grandparents who are students, staff or faculty of UNMC and Nebraska Medicine. Children are provided a quality program designed to meet their physical, emotional, social and intellectual needs through stimulating activities in a nurturing and accepting atmosphere. This is done with sensitive, caring staff working in partnership with parents and families. Our goal is for each child to realize his or her potential in a secure and loving environment.

TRAINING & CERTIFICATION

Every Postdoc will have certain training requirements and policy compliance issues assigned to them for completion. To verify if you have completed all the requirements assigned to you, log on to the [Employee Self Service](#) site using your Employee ID. When you have logged onto the site, click on "Training & Certification." Or you can log onto [Canvas](#) with your Employee ID and the courses that have been assigned to you will be listed under "courses."

Common compliance/training issues assigned to employees are below, however, you may have others assigned to you such as Responsible and Ethical Conduct in Research (RCR) mandatory pre-work:

- [HIPAA](#)- Health Insurance Portability and Accountability Act of 1996
- [Policy 6045](#)- Privacy, Confidentiality and Information Security Policy

COUNSELING SERVICES

The [Employee Assistance Program](#) is a confidential, short-term, and cost-free counseling service designed to assist faculty, employees, and their families in addressing personal problems at home and on the job. It is available 24-hours a day, 7-days a week. Please contact Arbor Family Counseling at (402) 330-0960 (www.arborfamilycounseling.com) to schedule an appointment.

GRIEVANCE PROCEDURES

DEFINITION

Postdoctoral scholars include persons with appointments as either postdoctoral research associate or postdoctoral fellow. A postdoctoral scholar who believes that he/she has been subjected to improper or unreasonable decision by the UNMC or anyone acting officially on behalf of the UNMC, may file a grievance to obtain an independent review of the decision, and, if appropriate, corrective action. A formal grievance constitutes a written complaint made to an administrative officer of the university concerning such a decision.

RETALIATION

Any act of retaliation but not limited to, interference, restraints, penalty, discrimination, coercion, or harassment, overtly or covertly, against an employee for using the grievance procedure interferes with the integrity of the grievance procedure.

Accordingly, anyone who commits an act of retaliation against anyone involved in the grievance procedure subjects himself or herself to appropriate corrective actions.

PROCEDURE

The grievance resolution procedure is a two-step process where in the first step the dispute is resolved informally with the intervention of the Director/Associate Dean for the Office of Postdoctoral Education. If the grievance is not resolved to the Grievant's satisfaction then the process of filing a formal grievance will be initiated upon the Grievant's request.

No adverse action may be taken against the postdoctoral scholar for his/her legitimate use of the grievance procedure. At any point in the grievance process, formal proceedings can be put aside in favor for voluntary mediation. For this to occur, both parties to the dispute must agree to participate in mediation.

The following are the steps in the Grievance Resolution Procedure

1. The Grievant first reports the basis for his/her dispute, written or orally, to the Director/Associate Dean of the Office of Postdoctoral Education and the Director/Associate Dean shall have a reasonable opportunity to resolve the dispute informally. He/she will inform the Responder of the complaint and give the option to both parties for mutual resolution of the complaints with the Director/Associate Dean acting as an intermediary or through the UNMC Ombudsperson's Office.
2. If Director/Associate Dean's effort to resolve the dispute informally is unsuccessful, he/she will notify the Postdoctoral Scholar of his/her right to initiate a formal grievance by providing a written statement to the Director/Associate Dean.
3. After having determined that the facts stated by the Postdoctoral Scholar may be grieved, the Director/Associate Dean shall notify the Respondent to provide response to the complaint(s) within 5 working days.
4. Following the receipt of the statement from the Respondent, the Director/Associate Dean will select a committee of 3 faculty and 2 postdoctoral scholars who have no prior knowledge of the dispute/grievance.
5. The Grievance Committee should chose a chairperson and then notify the Grievant and Respondent of the date and time of hearing, no sooner than five working days from the notification.
6. Each party can provide supporting witnesses, if any, provided a brief statement describing what information each witness has regarding the grievance has been submitted to the committee. Only those witnesses will be considered whom the committee deems has the first-hand knowledge of the facts related to the

resolution of the issue(s) grieved.

7. The Grievant may be accompanied by an advisor of his/her choosing who will afford moral support and act as an observer/advisor. The advisor may not participate in the hearing. The Director/Associate Dean should be informed who will be attending by the Grievant, prior to the hearing.
8. The hearing will be confidential and only those persons whose presence determined to be necessary by the committee will be present during the hearing. The Grievant, the Grievant's advisor, if any, and the Respondent may be present throughout the hearing. A witness will be included in the hearing *only* when testifying. No more than one witness will be called to testify at a time. All questioning of a witness will be by the committee, unless the committee decides otherwise.
9. The Grievant will be given reasonable time and opportunity to present the grievance, to rebut adverse evidence and present a closing statement. Similar opportunity will be afforded to the respondent.
10. The hearing procedure should include the following:
 - a. Call to order by the Chair
 - b. Introduction of those present
 - c. Statement of the issues grieved
 - d. Presentation of evidence and testimony in support of the issues grieved
 - e. Questioning of the Grievant's witnesses
 - f. Presentation of evidence and testimony by the Respondent
 - g. Questioning of the Respondent's witnesses
 - h. Closing statements
11. The committee will meet in private and provide a brief narrative statement explaining its findings and a summary of the supporting facts. The committee's written decision shall be transmitted to the Director/Associate Dean.
12. The Director/Associate Dean will notify the Grievant and Respondent of the committee's decision and any action to be taken as a result of the committee's finding.
13. The Director/Associate Dean should inform the Grievant of his/her right to appeal to the Dean of the Graduate School in case of an adverse outcome or dissatisfaction. An appeal to the Dean will be limited to the presentation of new,

previously unavailable evidence and/or identification of procedural error in the hearing process. The decision of the Dean will be final.

HOUSING

UNMC owns a variety of rental property units, which are leased to full-time students, residents, and fellows of UNMC. All rental units are located on campus within walking distance to all UNMC colleges. Properties consist of one, two, and three-bedroom apartments and 2 five bedroom houses. Maintenance and campus security are available 24-hours a day. Leases are based on the academic year and parking is provided. All rental agreements are made through the Business Services Department, Rental Property Management. For additional information, contact [Esther Collins](#) at (402) 559-5201 or visit the [website](#). More information is on their website (<https://www.unmc.edu/postdoced/handbook/new-postdocs/housing.html>).

APARTMENT LINKS

[ForRent.com](#)

See **Apt** Details. No Registration. Virtual Tours, Floor Plans, Photos.

[Rent.com](#)

Find **apartments**, roommates & moving info. Search online with Rent.com

[Apartments.com](#)

Apartment Listings. View Thousands of Apartments. Take a Virtual Tour!

[Apartmentguide.com](#)

3 Quick Steps to Your New **Apartment** Pick Area, View Apts. & Submit Info

[ApartmentList.com](#)

Personalized set of recommendations matching what you asked for.

[Move.com](#)

Get Thousands of **Apartment** Rental Listings from All Over the Web.

ONBOARDING INFORMATION

PHOTO ID BADGE

All faculty, employees, students, house officers, and volunteers are required to wear a photo ID badge which must be worn above the waist and be visible at all times while on UNMC property.

The Human Resources database (SAP) is the definitive and only source of information for University employee ID badges. The Postdoc's Departmental Administrator must enter the new employee's information (or changes) into SAP before an ID badge can be issued. This information will appear in the ID badge system the **next business day**. Once the postdoc's information is entered into the system, the Postdoc can obtain their ID badge at the Student Life Center (SLC), Room 1048. Your first badge is free and replacement badges are \$15.

You must show a valid driver's license, government-issued photo I.D., or passport in order to obtain an ID badge and can only be obtained in person. Link to the [ID website](#).

MICROSOFT OUTLOOK ID

University faculty, staff, and students automatically receive their @unmc email account and associated email storage quota. Faculty and staff can access their email via Microsoft Outlook on their work PC, the web, or configure a mobile device. The Departmental Administrator will ensure the Postdoc is set-up with this information.

<https://www.unmc.edu/its/services/office365/email/index.html>

PARKING PERMITS

Any motor vehicle parked on the UNMC campus must have a permit. Permits can be obtained by visiting the Student Life Center, Room 2002. Hours are Monday through Thursday from 7:30am-4:30pm, and Friday from 7:30am-4pm. All aspects of parking are managed through the online portal: <https://unmcparking.t2hosted.com/Account/Portal>

<https://info.unmc.edu/my-information/parking-information.html>

TAX INFORMATION

UNMC cannot give tax advice, but can direct you to tax resources. The Payroll Department can answer questions about pay you received. You are advised to seek a professional advisor with specific questions.

All scholars paid a salary (through the payroll system) must have on file in the UNMC Payroll Office a US Social Security Number (SSN) and an a W-4 form. Funds received by scholars, regardless of the source, are subject to US Federal and Nebraska State income tax law. The current specifications for taxation are as follows:

All support is subject to taxation. The amount of tax varies according to total income, dependency status, treaty status for international students, and individual circumstances.

Fellowship and traineeship stipends paid to US citizens and permanent residents are not subject to withholding but are considered taxable income and must be reported by the recipient.

Postdocs receive W2 forms in January and non-resident aliens will receive a 1042-S by mid to late March. These documents are sent to the mailing or home address on file with the Payroll Office. If you do not receive your W2 by January 31 or your 1042-S by March 15th, please contact the Payroll Department 559-7460.

[International Tax Information](#)

[IRS tax forms and publications](#)

[State of Nebraska tax information](#)

INTERNATIONAL SCHOLARS

SOCIAL SECURITY CARDS

The freshman postdoctoral scholar from other countries must apply for social security number for the payment of the salary. Please contact our [International Student Office](#) and [Social Security Website](#) for help and direction.

NEBRASKA DRIVER'S LICENSE

To obtain a Nebraska Driver's License, go to the [DMV website](#).

INTERNATIONAL VISA FAQ'S

All international scholars must hold an appropriate visa status during their stay at UNMC. Below are frequently asked questions regarding obtaining a visa for a postdoctoral position. If you have further questions regarding visas, please contact the [UNMC International Affairs Office](#).

Q. HOW DO I START THE PROCESS OF GETTING MY VISA?

A. The first step in the process is for the sponsoring department to contact UNMC International Health & Medical Education Office (IHME) and request the appropriate visa forms.

Q. WHAT TYPE OF VISA WILL I GET?

A. Because UNMC is the sponsoring institution, it is up to UNMC to determine which type of visa will be sponsored. Typically, post-doctoral researchers are invited on the J-1 visa.

Q. I DON'T WANT OR DON'T THINK I CAN GET A J-1 VISA. CAN I REQUEST AN H-1B VISA?

A. The decision to pursue a J-1 or an H-1B is determined by the UNMC department and IHME. Several factors are part of this decision, including cost and time of visa preparation, length of research program, and other factors.

Q. HOW DO I MAKE A VISA APPOINTMENT AT MY LOCAL U.S. CONSULATE OR EMBASSY?

A. Please visit the [U.S. Consulate or Embassy website](#). You will need to bring your UNMC visa document and your passport to the interview, as well as other documentation depending on which type of visa you are applying for.

Q. I HAVE MY VISA. WHEN SHOULD I PLAN TO ARRIVE IN THE U.S. AND WHAT DO I DO WHEN I GET THERE?

A. If you have a J-1 visa, you must arrive inside the U.S. within 27 days of the start date on the DS-2019 form. If your arrival will be delayed and you cannot arrive within that time frame, you must contact UNMC and request a new DS-2019 form with an adjusted beginning date. Failure to do this and arriving more than 27 days past the start date can cause serious problems with your visa and ability to remain in the U.S. on J-1 status. Many other visa questions can be answered on the [Department of State visa website](#). Once you arrive in the U.S., you should report to your sponsoring department and contact IHME to arrange an in-processing appointment. Please bring your passport, visa, DS-2019 form (if applicable), and I-94 card to this appointment.

Q. I HAVE OTHER VISA QUESTIONS. WHO CAN I CONTACT?

A. UNMC IHME is happy to answer questions regarding J-1, H-1B and other visas. Please send your questions to international@unmc.edu.

ONCE YOU HAVE ARRIVED AT UNMC THERE ARE A NUMBER OF HOUSEKEEPING ITEMS THAT NEED TO BE TAKEN CARE OF. CLICK ON THE WEB SITES BELOW FOR FURTHER INFORMATION AND FORMS.

INTERNATIONAL POSTDOCS

- [UNMC International Health & Medical Education Office](#)
- [National Postdoctoral Association Information](#)
- [U.S. Citizenship and Immigration Services](#)
- [Visa Information](#)
- [Links to US Embassies and Consulates](#)

COMMUNITY LINKS

- [Housing](#) - Links to apartments
 - [DMV](#) – Nebraska Motor Vehicle Registration
 - [DMV](#) – Nebraska Driver’s License Examining Division
 - [Voter Registration](#) - Voter information and registration instructions.
 - [Omaha Information](#) – Visit Omaha!
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Welcome to UNMC and congratulations on your appointment! This checklist has been prepared to ease your transition into your new position. Although specific departments and units may have additional requirements, in general here's what you'll need to do when you arrive on campus:

Check-in with PI/Mentor. Your PI/Mentor will introduce you to the people you'll be working with and help you become familiar with your work area. Your PI/Mentor may also know of additional steps required by your department.

Check-in with your Departmental Administrator to discuss:

- Procedure for obtaining a Social Security Number (SSN), if applicable. If you're an international postdoc, obtain a Social Security number (SSN). Visit the Social Security Administration (SSA) to apply for a SSN only after you've been in the US for at least 10 days. The SSA will give you a letter confirming your request for a SSN. You'll need to show your department administrator this letter to receive your pay.
- Payroll paperwork; if a U.S. citizen, bring your (1) Social Security card and (2) passport or driver's license. If an International postdoc, bring your (1) Social Security card or SSN request letter and (2) identifying documents as listed on Form I-9.
- How to obtain your UNMC ID Badge (Student Life Center, Room 2002).
- Obtaining Building and Laboratory access (badge access or keys).
- UNMC email address.
- UNMC parking information.
- UNMC benefits eligibility (via Firefly). You have 31 days from your date of hire to enroll. Review the online information here (<https://www.nebraska.edu/faculty-and-staff/benefits/enrollment-for-new-employees.html>).
- Check-in with [International Health & Medical Information Office](#) (IHME) if you're an international scholar with a J-1 or H1B visa. The office is located in the 4230 Building (Business Services Center Bldg) west of 42nd Street between Leavenworth & Emile Streets. Be sure to ask about the [New International Scholar Orientation sessions](#)

coming up.

- UNMC Parking Portal (<https://unmcparking.t2hosted.com/Account/Portal>) to buy your bus pass or parking permit.
- Open a checking/savings account. Having an account with the Metro Credit Union or one of the many banks in Omaha allows you easy access to your money and simplifies many common transactions (e.g., direct deposit of your paycheck and withdrawals from citywide ATMs).
- Visit us at the Office of Postdoctoral Education (Academic Research Services Building, Room 2004). We'll give you a welcome packet and ask you to provide your contact information so we can send you important announcements. If you have questions, please email us at michele.adkins@unmc.edu.
- Register your vehicle with the state of Nebraska and obtain a Nebraska Driver's License
- Attend New Employee Orientation within a month of your arrival and visit the website here: https://www.unmc.edu/human-resources/documents/NEO_Guide_9-16.pdf
- Complete Responsible and Ethical Conduct of Research (RCR) training within the first year of employment. This is mandatory training that must be completed within the first year in order for your contract to be renewed. See our website for more information here: <https://www.unmc.edu/postdoced/current/conduct/index.html>