



UPON ARRIVAL TO CAMPUS:

CHECK-IN WITH YOUR DEPARTMENT ADMINISTRATOR & FACULTY MENTOR

The department should cover the following with you:

- Keys/Building/Lab/Office Access: Your department will take care of setting up building/lab/office access for you on your CWRU I.D. card and set up getting keys if necessary.
- You should discuss any additional arrangements that are needed before the official start date.

FOREIGN POSTDOCS: REPORT TO THE OFFICE OF FOREIGN FACULTY & SCHOLARS WITHIN 3 DAYS (212 Sears Building)

- Please call 216-368-4289 to schedule an appointment.
- The Office of Foreign Faculty will assist you with obtaining a social security number, tax status and documentation, and other issues related to being a foreign postdoc.

CHECK-IN WITH THE OFFICE OF POSTDOCTORAL AFFAIRS

Rachel Begley, Manager of Postdoctoral Affairs, is available to go over the Postdoctoral Benefits Program and answer any questions that you may have related to your postdoc experience here at Case. Feel free to set up an appointment, stop by her office, Nord Hall 604. Send her an email at rachel.begley@case.edu, or call her at 216-368-0947.

THE POSTDOCTORAL BENEFITS PROGRAM (PBP)

- You are eligible to purchase the Postdoctoral Benefits Program, which consist of medical, dental, vision, and life insurance. More information and monthly rates can be found at <http://www.garnett-powers.com/case/>.
- Since you will not receive a paycheck from Case, you will be billed directly by our insurance broker, Garnett-Powers and Associates.
- All postdocs must either enroll in or waive the plan online. For information about the plan and to enroll online, go to <http://www.garnett-powers.com/case/>.
- If your start date is on the first of the month, your benefits begin immediately. If your start date is after the first of the month, your benefits begin on the first of the following month.
- Turn in the Life Insurance Beneficiary form to Rachel Begley, Office of Postdoctoral Affairs, Nord Hall 604.
- If you have any questions about the PBP, contact Garnett-Powers & Associates at 1-800-261-7109 or casepbp@garnett-powers.com.
- **FOREIGN POSTDOCS:** If you do not have a social security number yet, please use your visa number in place of the social security number when enrolling online in the benefits program. Please type in the letter "V" in front of your visa number. Example: V202291530.

GET A CWRU I.D. CARD AND PARKING PERMIT

Take a copy of your appointment letter to Access Services (Crawford Hall, Room 18) to get your I.D. card and purchase a parking tag (if applicable).

EXTERNALLY FUNDED POSTDOCS (postdocs not paid through CWRU)

- **CWRU NETWORK ID AND EMAIL ACCOUNT SETUP:** Since you do not receive a CWRU paycheck, your information is not entered into the HCM system by Human Resources. Therefore, a CWRU network ID and email account is not automatically created for you. Your supervisor or department administrator will need to request an affiliate account for you. To request an affiliate account, your supervisor/administrator should go to http://softwarecenter.case.edu/id_request/id_request.php and log in with his/her CWRU ID and password. They will fill out the form and will receive an email when the account has been assigned or

renewed. "Post-Doctoral Fellow/Scholar" must be selected in the "Affiliation" field in order to receive all of the postdoc computer privileges and software center access.

ATTEND MANDATORY SAFETY TRAINING & HEALTH SCREENINGS

All postdocs must contact the Department of Occupational and Environmental Safety (DOES) to determine what safety training, health screenings or other safety measures are required by University policy and to arrange to satisfy these requirements **prior** to beginning service in said facilities.

- The Department of Occupational & Environmental Safety provides training for: OSHA Lab Standards, Bloodborne Pathogens, Respirator, Hazard Communication, Vehicle Safety, X-Ray, Laser, and Radiation Training. To schedule your training contact the department at 368-2907. Check out their website: <http://does.case.edu/>.
- For animal care training, please contact the Animal Resource Center on campus <http://labanimals.case.edu/index.html>.
- Departments should monitor this training to determine when postdocs may safely begin research and other laboratory duties.
- Discuss with your faculty mentor or lab manager the appropriate health screenings needed for the exposures that have been identified in your lab. Baseline screenings are required for those that are working in the laboratory.

LIBRARY PRIVILEGES

Library privileges are extended to you when you are a Post-Doc working on a Case research project.

Frequently, your status is unknown to the Case Libraries if you are externally funded, or if you are no longer enrolled or employed at Case.

You can enjoy borrowing and research privileges to support your project, once library staff create an updated library account for you. With a library account, you'll have access to the collections at all campus libraries, as well as the collections of OhioLINK member institutions.

- To create your account, we'll enter general contact and sponsoring department information into our online system. We can help you get started with information about the Case libraries, services, and resources for your research!
- **Request An Account:** Requests for Post-Doc library accounts are generally completed within 24 hours or less, weekdays. Staff will create your account M-F during regular business hours and will confirm your account & library privileges with an email message. <http://library.case.edu/ksl/services/libraryservices/postdoc.html>