



New Post Doc Checklist

Before you arrive:

- Fill out GLACIER
 - You will receive an e-mail from support@online-tax.net and uwhradministration@ohr.wisc.edu regarding your status in the United States.
 - You will need to fill out this GLACIER information to be taxed correctly.
- Fill out and print essential forms (Direct Deposit, New Hire Forms, and Health Insurance Form)
 - Find forms and benefits information here: <http://www.ohr.wisc.edu/benefits/new-emp/>
- Fill out I-9 form through Compli-9 – You will receive two UW emails containing log in information.
 - Citizenship status –the majority of international staff are considered, “An alien authorized to work.”
 - Alien Work Until Date – can be found on line 5 or your I-20 or line 3 of your DS-2019

When you arrive:

- Get your WiscCard (149 Union South)
- Get your wisc.edu email – Room 9311
- Update your address in MyUW portal
- Get your bus pass (21 N Park Street)
 - Take your WiscCard with you
- Take all GLACIER forms to Suite 5101 at 21 N Park Street
- Check in with IFSS at 21 N Park Street, Suite 5101
- Setup a Bank Account (if needed)
- Stop by the Chemistry Business Office - Meet with Char Horsfall, Room 1120
 - Bring essential forms, health insurance, and I-9 documents. Common I-9 forms include:
 - Foreign Passport with I-20 or DS 2019 AND I-94 (see www.cbp.gov/i94)
 - US Passport OR Photo ID with Social Security Card or US Birth certificate
 - Bring proof of Ph.D.
- E-mail Jeff Nielsen, Building Manager, at jnielsen@chem.wisc.edu
 - Pick up keys
 - General Building Safety
- Go to SHIP Office (333 East Campus Mall)
 - Take copy of health insurance form and fill out waiver form
- Go to Social Security Office (6011 Odana Road, Madison, WI 53719)
 - You must wait 10 days after entering into United States to go there
 - Bring all documents (J-1/EAD/H1-B, I-94, Passport, Visa, Offer Letter)
- Stop by Room 2108-Arrietta Clauss, Student Services Coordinator
- Stop by Room 2128- Libby Dowdall, Communications Specialist, for picture
- Safety Training
 - Chemical Safety Training through EH&S (<http://www.ehs.wisc.edu/chemsafetytraining.htm>)
 - Chemistry Department Specific Training (<https://www.chem.wisc.edu/deptfiles/content/Training-Documents-for-Postdocs-and-Visiting-Scientists-121814.pdf>)

All benefit forms and safety training must be completed within your first 30 days!

Note: Once you receive your Social Security Card in the mail, you MUST update your GLACIER account.