



New Post Doc Checklist

Before you arrive:

- Call Char (608-262-5927) with your Date of Birth and Social Security Number.
- 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 (E-mail to follow)

When you arrive:

- Stop by the Chemistry Business Office
 - Meet with Char Horsfall, room 1120
 - Bring essential forms, health insurance form, and I-9 documents, proof of Ph.D.
- Get your WiscCard (149 Union South)
- Activate your NETID if you haven't already (use number on WiscCard)
 - Directions: <https://kb.wisc.edu/page.php?id=1140>
- Get your wisc.edu email – Room 9311
- Update your local address in the MyUW portal
- Get your bus pass (if needed, 21 N Park Street)
 - Take your WiscCard with you for employee discount
- Parking (if needed:) Email Allen Gierhart ageirhart@wisc.edu and request to be added to the Permit Application System. Information: <http://transportation.wisc.edu/parking/parking.aspx>
- Setup a Bank Account (if needed)
 - Update direct deposit form if needed
- E-mail Jeff Nielsen, Building Manager, at jnielsen@chem.wisc.edu
 - Pick up keys
 - General Building Safety
- Stop by Arrietta Clauss, Student Services Coordinator, in Room 2108
- Stop by Libby Dowdall, Communications Specialist, in Room 2128 for picture
- Safety Training (need NETID)
 - 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-and-Visiting-Scientists-121814.pdf>)

**All benefit forms and safety training must be completed
within the first 30 days of your appointment!**