DEPARTMENT OF STATISTICS
POSTDOCTORAL SCHOLAR ONBOARDING GUIDE
2021-2022
Welcome to the Department of Statistics and the University of Washington. We are glad you’re here! There are tasks to complete as part of your new employee onboarding experience at the University of Washington and in our department. You should have received an email from UW Integrated Services Center directing you to login to Workday, the UW human resources and payroll system. You will need to complete a few tasks in Workday within the first few days of your start date. If you did not receive this email, please contact me immediately so that I can give you access to Workday.

As you orient yourself to the UW, we invite you to explore and engage with all it has to offer from innovative research to eclectic cultural and arts programing to exciting sporting events to the architectural and natural beauty of the campus. UW also has a number of programs and resources to support wellness and development of its Postdoctoral Scholars, including The Whole U SmartHealth, UW CareLink, and the UW Postdoctoral Association, among others.

All new employees are required to register for and attend Welcome Day the formal UW orientation program. Welcome Day introduces the UW Employee Benefits package, including retirement plan options, and gives you the opportunity to receive guidance and ask questions about your benefits selections. Since most enrollment deadlines fall within 31 days of an employee’s eligibility date, you should attend Welcome Day during your first few weeks of employment. If you are eligible for the bargaining unit represented by UAW 4121 (the postdoc union), you have the opportunity to meet with representatives from this union.

The UW is an exciting and special place made even more so by the people who work and study here. Best wishes for a productive and fulfilling year! Please let me know if I can help in any way or answer any questions.

Kristine Chan
Administrative Specialist
Department of Statistics
ABOUT THIS ONBOARDING PACKET
This packet is complementary to the UW Academic Personnel Online Orientation. Please take the time to review both. While they will have overlapping information, you will gain important information and resources from both.

RESPONSE TO COVID-19
All Statistics employees are required to read the Statistics COVID-19 Prevention Plan, Policies, and Resources page.

WHAT IS A UW POSTDOC?
At the University of Washington, postdocs are individuals holding doctoral degrees, engaged in a temporary period of mentored research and/or scholarly training for acquiring the professional skills needed to pursue a career path in their choosing.

At the UW, the most commonly used titles for postdocs include:

• Postdoctoral Scholar
• Postdoctoral Scholar – Fellow
• Affiliate Postdoctoral Scholar

UW POSTDOCS UNITED – UAW 4121
UAW 4121
In 2018, Postdoctoral Scholars at the University of Washington voted to unionize. As of October 2019, Postdoctoral Scholars are represented by United Auto Workers (UAW) 4121. The current contract between the UW and UAW-Postdocs is effective from July 1, 2019 to January 31, 2021. We strongly encourage all new, eligible postdocs to read the current bargaining contract to become knowledgeable about their rights and responsibilities.

UNION ELIGIBILITY
Eligibility for the union is required, unless a postdoc falls under one or more of the following conditions:

• The postdoc is privileged as an attending physician within the context of university responsibilities;
• The postdoc is enrolled in a clinical residency or fellowship program in the health sciences
• The postdoc is engaged in research related to clinical training program; or,
• The postdoc is employed and paid directly by one of the following non-University entities: Howard Hughes Medical Institute, the V.A., Fred Hutch, or the U.S. military.

In the event a postdoc met any of these conditions, they may qualify as an “unpaid academic” or Affiliate Postdoctoral Scholar.

NEW CONTRACT
The 2021 – 2023 UAW UAW Postdoctoral Employees (Postdoc) contract is effective July 1, 2021 through June 30, 2023. You may review the contract online or via PDF.
REQUIRED ONBOARDING ACTIVITIES

WORK DAY - PREHIRE
Workday is the University of Washington's Human Resources and Payroll information system. Before your start date, there are required new-hire tasks to complete by logging in to Workday. Please first read this about Workday: https://isc.uw.edu/using-workday/new-to-workday/. (Bookmark this Workday User Guide for future reference.) You may also visit the ISC website to login to Workday.

COMPLETING YOUR I-9 IN WORKDAY – DAY 1 - 3
Onboarding in Workday will require you to complete Section 1 of the Form I-9, Employment Eligibility Verification. You will need to contact Tracy Pham at trpham@uw.edu and provide identification for the employment verification. Tracy will then complete Section 2 of your Form I-9 in Workday to complete the process. For more information on acceptable identification documents, please see https://www.uscis.gov/i-9.

GLACIER TAX COMPLIANCE – DAY 4 - 7 (FOR FOREIGN NATIONALS ONLY)
Once you are hired to work, entered as an employee in Workday, and your I-9 has been verified, you will receive an invitation to set up your UW Glacier Tax Compliance account. This process is simple (click here for complete instructions). Along with your basic contact information, you will need: your visa start and end dates; your passport page with visa stamp; and, your social security number or ITIN.

UW ACADEMIC PERSONNEL ORIENTATION – WITHIN 14 DAYS
The UW designed the academic personnel online orientation to offer new academic employees' information about the University of Washington and answer questions commonly asked by incoming employees. This online orientation will provide you with the tools you need to settle comfortably into the UW.

J-1 EXCHANGE VISITORS CHECK-IN AT ISO – WITHIN 30 DAYS
(FOOR FOREIGN NATIONALS ONLY)
All J-1 Exchange Visitors new to the University of Washington (including transfers from another school in the U.S.) must visit the International Scholars Office (ISO) to report their arrival on campus to the Department of Homeland Security as required by federal law. This "check-in" session must occur no later than 30 days after the program start date indicated in Item 3 of the DS-2019 form.

COVID-19 Update: The ISO has discontinued in-person check-in sessions due to ongoing campus closures related to the novel coronavirus outbreak. All check-in requirements can be met by remote orientation and validation. REGISTER ONLINE, BELOW.

Exchange visitors must register online at least 24 hours in advance to attend one of the sessions.

Computing Account
In order to access most Statistics computing resources, you will need a Statistics Recharge Center Computing Account. Once you have created your UW NetID, contact Tracy Pham (trpham@uw.edu) to request an account.
Directory Information
To edit your directory information please visit: [https://identity.uw.edu/](https://identity.uw.edu/). You are strongly encouraged to check the “Publish your information in the UW Directory” box at a minimum. The boxes for email and address are optional but recommended if you want to ensure others at the UW are able to find your contact information.

Once you have been added to the Statistics website, you may edit additional personal information such your Statistics Website bio, link to your personal homepage, pronouns and more at: [https://apps.stat.washington.edu/apps/people/me](https://apps.stat.washington.edu/apps/people/me)

GETTING STARTED
UW HUSKY/EMPLOYEE ID CARD
Read the following steps outline the procedure for obtaining your new Husky Card.

- Visit Husky Card Services to obtain your new Husky Card.
- Present your driver’s license or passport.
- Provide your University of Washington Employee ID number.
- Your photo will be taken and will appear on your Husky Card.
- Wait times vary but are about 10 minutes during slower periods of the year.

UW NETID & EMAIL ACCOUNT
You should have received directions on setting up your UW NetID, password, and email account through your Workday onboarding tasks. If you need assistance with setting up this account, please contact UW IT. If you did not receive directions, please contact Kristine Chan at kyunchan@uw.edu. There will be some communications sent to this account by default and we encourage Postdoctoral Scholars to use their UW email account or forward that email to whatever account you will be using. You can read more about UW NetIDs and UW Email on the IT Connect website.

PARKING AND TRANSPORTATION
Transportation Services and the U-PASS (bus pass) program will help you get to the UW's Seattle campus and better understand your commute options. You must have a Husky Card before activating your U-PASS.

OBTAINING A WASHINGTON STATE DRIVER LICENSE
The Washington State Department of Licensing (DOL) issues driver licenses and identification (ID) cards for people residing in Washington State. A drivers license provides permission to drive in Washington and serves as official identification. The ID card does not authorize driving, but serves as official identification. It can be useful to have legal identification from Washington for activities such as banking, domestic travel, proving your age (such as at 21-and-over venues), etc. Review the instructions for obtaining a state driver license or ID card.
OBTAINING A SOCIAL SECURITY NUMBER

International employees of the University of Washington must apply for a social security number. Salary may be withheld until the number is issued. The Social Security Office recommends that applicants wait at least 10 days after entering the U.S. before applying for the social security number. Also, note that J-1 Exchange Visitors must attend check-in at ISO prior to applying for a social security number (see instructions for ISO check-in above).

To obtain a social security number, the applicant must visit the local Social Security Office and present the following documents:

- **J-1 SCHOLARS**: Form DS-2019 (showing in item 4 an exchange visitor category of "research scholar" or "short-term scholar" or "professor"), I-94 card and passport. J-1 scholars who are not employed by the UW may apply for a social security number but are not required to do so.
- **J-2 DEPENDENTS**: Form DS-2019, EAD card, I-94 card and passport.
- **H-1B TEMPORARY WORKERS**: Employment offer letter from the sponsoring department, Form I-797 "Approval Notice," I-94 card and passport.
- **TN EMPLOYEES**: Employment offer letter from the sponsoring department, Form I-797 (if any), I-94 card and passport.
- **E-3 EMPLOYEES**: Employment offer letter from the sponsoring department, Form I-797 (if any), I-94 card and passport.

TEACHING POLICY

In limited circumstances, Postdoctoral Scholars may, with the support of their faculty mentor(s), seek to advance their professional skills by serving as the official instructor of record in a class. To accommodate these cases, UW may allow Postdoctoral Scholars to teach one class for academic credit one time per academic year (June 16 – June 15), while remaining full-time (100% FTE) in their Postdoctoral Scholar positions. To do so, a Postdoctoral Scholar must have a temporary faculty appointment; in Statistics, the title Teaching Associate is used.

Teaching a class for academic credit may not be a condition of employment for a postdoctoral scholar and should not be indicated in this appointment letter.

This teaching policy does not apply to postdoctoral scholars on UW-sponsored visas whose visa does not allow for additional duties or where teaching was not a specified activity outlined in the visa application/documentation.

Please review the complete Postdoctoral Scholar Teaching Policy on the OAP website.
DEPARTMENT OF STATISTICS GENERAL INFORMATION

ADMINISTRATIVE MAIN OFFICE
Department of Statistics
University of Washington
Padelford Hall, B-313
Box 354322
Seattle, Washington 98195-4322
206-543-7237

ADMINISTRATIVE MAIN OFFICE HOURS
COVID-19 Update: The administrative main office is currently closed, however, the department staff are available online by phone or email during business hours of Monday through Friday at 8:30 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M. Effective September 13, 2021, department staff will start returning to work onsite. For general questions, call 206-543-7237 or email Kristine Chan at kyunchan@uw.edu.

BUILDING & FACILITY ACCESS
Our building, Padelford Hall, is accessible with keys or codes. All requests for Department of Statistics keys or code access must be made by contacting Kristine Chan at kyunchan@uw.edu.

STATISTICS COMMON SPACE
Common spaces that our department manages in Padelford Hall are the following:
- Main Administrative Office B-313
- Copier/Mailroom B-313D
- Multi-Purpose Room (MPR) B-302
- Masters’ Study Room C-324
- Large Conference Room C-301 (Capacity: 25)
- Small Conference Room C-302 (Capacity: 6)

You can make reservations for the conference rooms (C-301 and/or C-302) by contacting any staff member at office@stat.washington.edu. To check for availability, refer to our resource page.

Please note that the department reserves the right to cancel your conference room reservations in the event that the room is needed for administrative meetings relating to the department (e.g. faculty meetings).

EQUIPMENT CHECKOUT
The department has equipment for faculty, staff, postdocs, and students to check out temporarily when needed. To view our inventory and/or submit a request to check out, please refer to the equipment checkout form.

MAIL, SHIPPING, & RECEIVING
Mail is distributed to faculty, staff, postdocs, and Ph.D. student mailboxes in Padelford Hall, room B-313D (located within the main administrative office B-313). Outgoing mail may be left in the outgoing bin located next to the copier in the mailroom to be taken to the loading dock mail.
station.

**OFFICE SUPPLIES**
Office supplies can be found in Padelford Hall, room B-313D (located within the main administrative office B-313).

**PURCHASING**
Computer purchases should be coordinated through IT staff at help@stat.washington.edu. For other items, please contact Tracy Pham at trpham@uw.edu.

**REIMBURSEMENTS**
Please obtain supervisor approval prior to purchase and reimbursement request submission. Once you have this approval, please complete the form here for non-travel reimbursement requests: https://stat.uw.edu/news-resources/department-forms/reimbursement-form.

For travel reimbursement requests, please complete the form here: https://stat.uw.edu/news-resources/department-forms/travel-reimbursement-form.

Your reimbursement request will then be processed, which typically takes 3-5 business days. Once it is ready for you to review and approve, you will receive an email from Ariba with the subject line: “ACTION REQUIRED.”

In this email, there will be a box that says “Open.” After clicking this, it will lead you to Ariba, where you can review your reimbursement. Once you are ready to approve it, click on the green “Approve” button. The funds will then be directly deposited into your bank account within 5 business days.

All UW travel reimbursement policies can be found here: https://finance.uw.edu/travel/policies.

For any questions about reimbursements, please contact Tracy Pham at trpham@uw.edu.

**COMPUTING, PRINTING, AND TECH ASSISTANCE**
Our Director of IT is Kris Shaw. For assistance with or questions about computing, please email help@stat.washington.edu to contact the IT team.

For Information on Computing, including cluster resources, printing, personal websites and more please see: https://howto.stat.washington.edu/howto/doku.php?id=computing_pages

**UW COMPENSATION & BENEFITS**

**PAYDAY**
Payday is the 10th and 25th of each month. Exceptions and the calendar of the current year's paydays is here. You may manage your payment elections (direct deposit) in Workday.

**TIP**
New employees must submit benefits enrollment paperwork within 31 days of their start date.

**MEDICAL, DENTAL, RETIREMENT, DISABILITY INSURANCE**
New hires have the opportunity to register for Welcome Day, UW's benefits orientation. Attend a session as soon as possible.
For eligibility or questions about benefits, contact the Integrated Service Center (ISC) at 206-543-8000 or ischelp@uw.edu.

HOLIDAYS AND LEAVE
The UW observes 10 paid holidays per calendar year. For specifics on Vacation Time Off, Sick Time Off, or other leave types, refer to Article 24 – Time Off and Leave of the UAW Postdoctoral Scholars (Postdoc) contract.

Postdoctoral Scholars are required to enter Holiday Taken Time Off for all of the 10 paid holidays. If a postdoc must work on a holiday, they should still enter Holiday Taken Time Off and work with their PI/supervisor on finding another mutually agreeable date to take that holiday time off.

Holiday Taken Time Off: User Guide

Read information on reporting, tracking, scheduling and managing your time and absence in Workday. For questions about holidays and leave, please contact Vickie Graybeal at graybeal@uw.edu or Kristine Chan at kyunchan@uw.edu.

TUITION EXEMPTION
Eligible staff and faculty may participate in the Washington State Employee Tuition Exemption Program. This state program covers six (6) credits per term for classes taken at the UW or other participating state, community, and technical colleges.

GETTING SETTLED
HOUSING
The UW Faculty Auxiliary provides some assistance and information about housing options in the Seattle area. You can also find information on the housing and home loan program at the UW.

Check out the priority access rentals and affordable housing near UW campuses. You can also look for rentals in a variety of neighborhoods near the University of Washington by searching on an online real estate and rental marketplace like Zillow or Airbnb, apps like PadMapper and HotPads, or local classifieds and forums for housing and other services, like Craigslist. Other options include City of Seattle MFTE (low-income housing) and UW Visiting Faculty Housing Service.

OPEN A BANK ACCOUNT
Seattle offers a myriad of choices when it comes to financial institutions. The bank that lays claim to the honor of being the oldest in the area is Security State Bank (WA), which was established in 1903.

If you do not yet have a social security number, visit this U.S. Bank in the Husky Union Building. They are well-versed in setting up accounts for international students who do not yet have a SSN/card.

CHILDCARE RESOURCES
The University of Washington offers four childcare facilities on campus along with resources for childcare off campus. Enrollment priority and tuition costs for on-campus facilities vary for each
location, and you must put your name on the wait list before enrolling (See details here.)

The [Dependent Care Assistance Program](#) (DCAP) allows you to take a pre-tax deduction for eligible dependent care expenses from your pay.

Effective February 1, 2021, the University will create a fund to assist in childcare expenses, making available forty-five thousand dollars ($45,000) per year to a Postdoctoral Scholar childcare fund. The UAW will be responsible for determining eligibility criteria for appropriate distribution based on Postdoctoral Scholar need. The University will distribute twenty-two thousand five hundred dollars ($22,500) of these funds in June 2021 and the remainder of the funds in December 2021. The Union will provide the University the Postdoctoral Scholar names, EID numbers, and individual amounts for distribution prior to May 31, 2021 and November 30, 2021. The eligibility criteria to be utilized by the UAW will be provided to the University at the beginning of each calendar year.

Effective February 1, 2022, the University will increase the childcare fund to fifty thousand dollars ($50,000) per year. (Read more about this in the [UAW Postdoctoral Scholar contract](#).

Contact the [University of Washington Postdoctoral Association](#) (UWPA) or your union rep at laborrel@uw.edu or 206-543-6236 for information on this benefit.

**SEATTLE PUBLIC SCHOOLS**
The [Seattle Public School District](#) is one of the largest and most diverse in the State of Washington.

**UW TEACHING, RESEARCH, AND SERVICE RESOURCES**

**TEACHING RESOURCES**
The [Center for Learning and Teaching](#) is dedicated to various instruction topics such as preparing to teach and engaging students.

**UNDERGRADUATE RESEARCH PROGRAM (URP)**
Undergraduates at the University are encouraged to participate in research. Faculty can work with the program to identify opportunities for undergraduates and recruit students to participate in their research projects. Visit the [Undergraduate Research Program here](#).

**OFFICE OF RESEARCH**
The [Office of Research (OR)](#) supports UW researchers, broadly enabling research advances. The OR's website for new UW researches offers and overview of how to find, apply for, and manage research grants at UW.

**ROYALTY RESEARCH FUND**
Through the [RRF](#), the Office of Research supports UW faculty seeking to establish new research programs. New faculty often use RRF funds to obtain preliminary results for future grants proposals.

**ADVANCE CENTER FOR INSTITUTIONAL CHANGE (CIC)**
This office focuses on implementation of programs designed to eliminate existing barriers and to precipitate cultural change at both the departmental and institutional levels. [ADVANCE resources](#) include information on promotion and tenure, mentoring, career development, dual careers, family leave and tenure clock extension, faculty retention, faculty recruitment, and a number of other
issues pertinent to advancing faculty, in particular women faculty in science and engineering.

**FACULTY GRANTS MANAGEMENT PROGRAM**
The UW requires all Principal Investigators (PIs) with active, externally funded grants and contracts to participate in the [Faculty Grants Management Program](#) (FGM).

**FACULTY SENATE**
[Faculty Senate](#) is a legislative body of the faculty, with whom the President of the University shares the responsibility of formulating regulations and procedures governing key aspects of University.

**UW POSTDOCTORAL SCHOLAR RESOURCES**
**UW POSTDOCTORAL SCHOLAR ASSOCIATION**
The [University of Washington Postdoctoral Association (UWPA)](#) represents all postdocs working at the University of Washington and affiliated institutions.

**OFFICE OF POSTDOCTORAL AFFAIRS**
The [OPA](#) is an office within the UW Graduate School's core programs that offers guidance for campus resources to address career, appointment, mentoring, teaching and research skills. See the website for more information.

**UW POSTDOCTORAL HANDBOOK**
This [helpful handbook](#) will assist new postdocs at the University of Washington in having a successful postdoc experience, providing access to national policies and recommendations, resources for professional development, career diversity, and teaching programs, among other benefits.

**UW CAREER AND INTERNSHIP CENTER**
The [UW Career and Internship Center](#) serves undergraduate students, graduate students, postdocs, faculty and advisors, and recent graduates and alumni. The career center offers valuable career and internship advice and resources on its blog and website.

**FUTURE FACULTY FELLOWS PROGRAM**
The [Future Faculty Fellows Program](#) supports postdoctoral scientists in preparing for successful careers that combine research, service, mentoring, and teaching. There are two components to the program—a workshop and a teaching apprenticeship program. See the website for complete details.

**NATIONAL POSTDOC ASSOCIATION**
The [National Postdoctoral Association (NPA)](#) is a 501(c)3 educational nonprofit organization that seeks sustainable change and improvement for the postdoctoral experience through collaboration with all stakeholders. As a UW postdoc, you are eligible for a free Affiliate Membership in the NPA. For details on affiliate member benefits, go to the Affiliate Membership page and be sure to use your UW email address when creating your account for this category of membership.

**ADDITIONAL RESOURCES**
**HEALTH SCIENCES EXPRESS SHUTTLE**
The Health Sciences Express Shuttle or other similar express shuttle services on campus offer complimentary transportation between the campus, Harborview, Fred Hutch and other locations, with departures every 15 minutes. You may view the routes, schedule, and maps on the HSE website.

HUMAN RESOURCES POLICIES
A comprehensive list of UW HR policies can be found here and include complaint resolutions, disability, pregnancy accommodation, drug/alcohol use, access to your employee personnel file, telework, and more.

OTHER
- Transgender Resources
- UW Ethics Resources
- UW Administrative Gateway
- UW Diversity and Statistics
- UW Seattle Campus Calendar
- UW Campus Maps
- University Libraries