University of Southern California
Postdoctoral Research Associate
Check Off List

**Departmental Responsibilities**

**Initial Appointment**

1. Offer letter – copy sent to Postdoctoral Office
2. Confirm Doctoral Diploma or Certification for Terminal Degree
3. Attend staff orientation and sign up for benefits within 60 days from hire
4. Sent employee to USCard with a memo for “Postdoctoral Scholar” ID card

**Annually**

1. Reappointment Letter

**Requirements for Payroll**

1. Assign job title 098067 Postdoctoral Research Associate
2. Fellow must now supply a valid Social Security Number; NRA must apply if does not already have a Social Security number.
3. Data form submitted with employee's signature
4. W-4 required, and DE-4 if desired
5. Non-resident Alien only: 8233 or W-9, and attachments if employee desires to take advantage of treaty
6. Non-resident Alien only: Glacier Tax Summary with attached copies of required documents
7. I-9 and support documentation
8. PS-130
9. Job Description
10. Resume
11. Offer Letter
12. Arbitration Agreement
13. At Will Agreement
14. Background Screening
15. eTrac – Advise employee how to access and what services are provided by eTrac
16. Direct Deposit – Advise employee how to sign up for direct deposit via eTrac
17. Electronic W-2 – Advise employee how to sign up for electronic W-2

1 Glacier will determine tax treaty eligibility and produce the appropriate form and attachment. See User’s Guide 300-14 for more information.

For detailed information see User's Guide 300-2 (New/Rehire Staff); 300-8 (New/Rehire NRA Staff), 300-14 (NRAs), and 300-11 (I-9s)

Payroll Services
Revised May 2008