

HUMAN RESOURCE SERVICES MANUAL

SECTION 7: POST DOCTORAL FELLOW, VET INTERN, CLINICAL PSYCHOLOGY INTERN

Post Doctoral Fellows

Post doctoral fellows are usually persons who have recently completed their PH.D.s who are engaged to work primarily on research projects. They are not required to enroll as students, and their appointments are intended to last no more than three years.

Normally, Post Doctoral Fellows may be appointed for a period of up to three years, and should be appointed whether or not compensation is paid.

Veterinary Interns

Veterinary internships are formalized through the Veterinary Teaching Hospital and the interns are DVM's completing a 1 year program that results in receipt of a certificate of completion in a specialty area such as small animal medicine or surgery, large animal medicine or surgery, or combination. They are not required to enroll as students, and their appointments are full time.

Veterinary interns are one year appointments.

Clinical Psychology Interns

Clinical psychology internships are formalized through the University Counseling Center and the interns are pre-PH.D.s in Counseling or Clinical Psychology who are typically completing the last requirement of their PH.D. program, the internship, which results in receipt of a certificate of completion. They are not required to enroll as students, and their appointments are full time.

Clinical psychology interns are one year appointments.

Leaves and Other Benefits

Paid post doctoral fellows, veterinary interns and clinical psychology interns are not eligible for paid time off such as vacation or sick leave. They are eligible for benefits and other privileges as outlined in Section 1, General Provisions, and are covered by workers compensation and unemployment insurance.

Data Forms Required

Forms must be promptly submitted to establish the individual on the files of the personnel-payroll system. Data submitted should be kept current to ensure proper reports and pay. Refer to Section 11: Forms and Related Instructions for copies of forms and additional information.

1. Post Doctoral Fellow & Other Salaried Employees Initial Employment Form – Used for Post Docs, Vet Intern, Clin Psy Intern

The Post Doctoral Fellow & Other Salaried Employees Initial Employment Form is the appointment document and provides primary data input to the personnel-payroll system. The top section of the Personnel Action Data is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Personnel/Payroll System for approval as well.

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Data Forms Required (Continued)

Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

2. Payroll Disposition Action Form

The Payroll Disposition Action Form should be prepared to indicate desired disposition of the employee's pay. Individuals should contact their department to obtain this form which is included in a packet of forms required to be completed by all new employees.

3. Withholding Exemptions

Form W-4, Employee's Withholding Allowance Certificate, must be completed by an employee to determine the amount of Federal and State income tax to be withheld. Exemption W-4 certificates are valid for one year only and must be completed by February 15th of each year.

When an employee is working out of state, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

4. Employment Eligibility Verification Form I-9.

The I-9 Form must be completed within three days of commencing work.

5. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Departments should give the required notice to employees prior to the start of employment and forward the original signed Form SSA-1945 to the Human Resources Record's Unit before final approval of the new hire can be made.

6. Biographical Data

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. The Initial Employment Form is used to voluntarily collect this information from the employee, and the department is responsible for the input of this information into the HR database system.

7. Policy on Rights and Responsibilities Related to Creative Works

Employees must complete a Policy on Rights and Responsibilities Related to Creative Works as a condition of employment.

8. Oath of Allegiance

Employees are required by state law to execute a State Loyalty Oath.

9. Retirement Plan Enrollment

All employees must make application for enrollment in a retirement plan. Employees should contact Human Resource Services Department for forms and assistance.

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Data Forms Required (Continued)

10. Faculty/Staff Study Privilege Employee Registration Form

An eligible half-time or greater post doctoral fellow, veterinary intern, or clinical psychology intern desiring to register for a University course should complete the Faculty/Staff Registration form and secure appropriate approvals. Forms are available at the Office of Admissions and Records.

11. Leave/Termination Action Sheet

This form should be completed and forwarded by the department to the Human Resource Services Department if an employee is leaving the University or department at any time.