

## GRADUATE STUDENT TO POST DOC TRANSFER PROCESS SUMMARY

When a Graduate Student moves into a Post Doc position, it is considered a transfer from a non-benefitted position to a benefitted position for payroll and hiring purposes. To achieve this transition, the following needs to occur:

STEP	ACTION	RESPONSIBLE PARTY
1	Inform HR that a Grad Student will transition to Post Doc status (include salary information, candidate's resume, visa status and start date prior to the transition occurring).	Hiring Dept
2	Confirm completion of PhD degree requirements with <b>GSBS</b> .	Hiring Dept/HR
3	If Grad Student is not already in the applicant tracking system, send a link to the career site for completing their profile.  Complete HireRight background screen request.	HR
4	Create requisition (non-published) in iCIMS.	HR
5	Send iCIMS <i>Post Doc Offer Letter</i> to Graduate Student and determine availability for the pre-employment process (health screen & immunization records, visa / I-9 paperwork and benefits orientation). Copy Hiring Dept & Immigration Services.	HR
6	Schedule Health Screen appointment for Grad Student at Employee Health, 210 Lincoln St., Worcester, MA ( <b>required</b> ).	HR
7	Inform student that immunization records from <b>Student Health</b> must be provided to <b>Employee Health</b> . (Student may bring records or have Student Health fax records to Employee Health at 508-793-6410.)	HR
8	Schedule <b>Immigration Services</b> appointment, if applicable. Immigration Services appointment must be made <b><u>within three days</u></b> of Post Doc start date for I-9 compliance.	HR
9	Send final email to candidate with appointment confirmations (cc: Hiring Dept.), and hire Grad Student into requisition.	HR
10	Create PA (non-benefits to benefits Action code) and forward with Work Schedule to Hiring Dept.	HR
11	Return signed PA & Work Schedule to <b>PAC</b> .	Hiring Dept