

From: Postdoc_Admins <POSTDOC_ADMINS@LISTSERV.UAB.EDU> **On Behalf Of** Postdoctoral Education
Sent: Tuesday, January 5, 2021 10:22 AM
To: POSTDOC_ADMINS@LISTSERV.UAB.EDU
Subject: Updates | UAB Office of Postdoctoral Education

Hello all,

We hope you are safe, well, and looking forward to a bright 2021.

The OPE continues to refine processes in hopes of reducing burden on our HR and Finance partners. Here are a few items of we wish to make you aware of.

- **Postdoc Hire/Reappointment Approval Form**
 - The OPE will continue to use this form for departments to demonstrate sustained funding for trainees. These forms will continue to be uploaded with the letter request. We are moving these forms to Adobe Sign. *If you do not know who the appropriate approver is for your department/ division, please contact the department administrator or your Dean's Office.* If you ever find a link may not be working, refer to our website.
 - **School of Medicine Appointments**
 - <https://uabadobesignope.azurewebsites.net/?id=3AAABlqZhBxDU2oeQMBLPIPHd9NUXyvVXpPTviOiwUnS9wbbS2Uu-oPXVQZiKAeg67YKWzUuWQ4wyCXwFK-WFvVyYrGLAD>
 - **Campus Appointments**
 - <https://www.uab.edu/postdocs/postdoc-approval-form-campus>
 - If you are the form filler and the department approver, you will complete the form, "Submit," and enter your email as the assigned next participant.
- **HR and Finance Documents**
 - All Appointment and Reappointment letters are routed through AdobeSign. Letter requests are returned within 5 business days. If any changes are needed to an appointment letter, please submit a Modification Request.
 - Letter Request- <https://www.uab.edu/postdocs/postdoc-quicklinks/request-appointment-letter>
 - Modification Request- <https://www.uab.edu/postdocs/offer-letter-modifications>
 - Allow at least 3 business days for all ACT document reviews. Please ensure we have a copy of supporting documents, especially documentation related to terminations (i.e. resignation letters; letters providing the 3 months notice). Email documents to Postdocs@uab.edu.
 - **Projected Last Day**
 - On the ACT document, we will be taking a look at the *Projected Last Day* (Person Data page > Termination tab) to ensure it matches the end date listed on the appointment letter. We will begin reconciling this data in the coming weeks and reaching out with data change requests. This will allow our office to provide our faculty and administrators with 3 month notice prior to reappointment. Trainees will need to be given the 3 month written notice of termination, or notice of reappointment.
 - **Highest Degree**

- We will also be checking the highest degree listed on the ACT document to ensure this matches our records. If we have questions, or see the highest degree in Oracle isn't a terminal degree, the submitter will be contacted.

As always, thank you for all of your work supporting UAB's Postdocs. It would not be possible without you. Should you need support or have any questions, please reach out.

Sincerely,
Jami

Jami K. Armbruster | Program Director
Office of Postdoctoral Education
UAB | jamia@uab.edu