

Section 7: Post Doctoral Fellow, Veterinary & Clinical Psychology Interns

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. The appointment type is Post Doctoral Fellow (009990).

Post Doctoral Fellowship Grant Trainees are post graduate level doctoral fellows who are paid/sponsored on certain types of Federal training grants, and thus are Post Doctoral Fellows. The appointment types is a Fellowship Grant Trainee Post Doctoral (009992). Post Doctoral Fellow Veterinary Residents are categorized as Post Doctoral Fellows (009990).

Veterinary Interns

Veterinary internships are formalized through the Veterinary Teaching Hospital and the interns are DVMs completing a one 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 a combination of specialty areas. 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 in Counseling or Clinical Psychology. The clinical psychology interns 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, post doctoral fellowship grant trainees, post doctoral fellow veterinary residents, veterinary interns, and clinical psychology interns are not eligible for paid time off such as vacation, however, they shall receive an amount of sick leave equal to that which they are expected to earn during their first year of employment. The sick leave "advance" is earned on a fiscal year basis and does not carry forward. Post doctoral fellows with appointments of less than full-time, but at least half-time (0.5) earn sick leave each fiscal year prorated by the part-time fraction of their appointment. Sick leave accrues and expires each fiscal year. (Refer to [Section 2 of the Human Resources Manual](#) for sick leave accrual information). They are eligible for benefits and other privileges as outlined in [Section 1 of the Human Resources Manual](#) 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.

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1. Other Salaried Employee, Initial Employment Forms – Used for Post Doctoral Fellows, Veterinary Interns and Clinical Psychology Interns

The Other Salaried Employees Biographical and Appointment Data Collection Forms are the appointment documents that provide primary data for input to the personnel-payroll system. The Biographical Data form is to be completed by the new employee, and the Appointment Data Collection 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.

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. 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. Once information has been entered and verified for accuracy, the department should destroy and discard the form.

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. 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.



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7. Oath of Allegiance

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

8. Retirement Plan Enrollment

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

9. 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 (excluding non-credit courses) under the University's Study Privilege Program should complete the Study Privilege Request Form and secure appropriate approvals. The form is available from the [Human Resources website](#). When appropriate approvals have been obtained, the form is submitted to the Human Resources Benefits Unit. Additional program features are located in the Faculty and Admin Pro Privileges and Benefits Summary Plan (SPD) booklet available on the HR website.

10. Leave/Termination Action Sheet

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

