

From: [Anderson, Paul \[BSDI\] - ADM](#)
To:



Subject: FW: Postdoctoral Fellow Appointment Process in Workday--to be effective May 1
Date: Saturday, May 09, 2015 8:03:04 AM
Attachments: [Postdoctoral Researchers April 2015.vsd](#)
[PostDoc Fellows Process- Instructions vApril2015_FINAL.docx](#)
[PostDoc Fellows Appointment Request Form April2015_FINAL.docx](#)
[PostDoc Fellows Acceptance Form vApril2015_FINAL.docx](#)

Dear Colleagues,

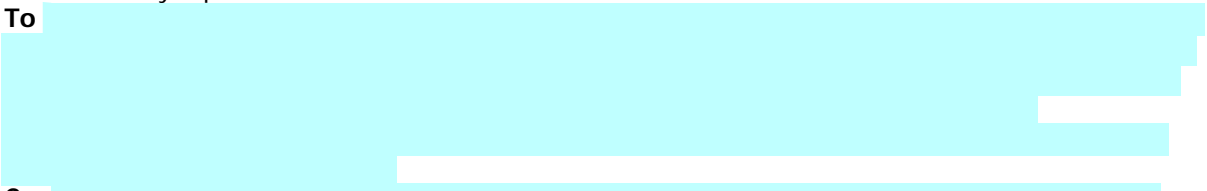
Please read carefully the information below and the attachments above for new processes and forms associated with proposing postdoctoral fellows. This information comes from the Provost's Office.

Paul

PAUL V. ANDERSON
Assistant Dean and Director
Office of Academic Affairs
The University of Chicago Biological Sciences
5841 S. Maryland Ave. | Rm. O-102 | Chicago, IL 60637
Office: 773-795-5413

AT THE FOREFRONT OF MEDICINE®

From: Susan Boone [mailto:sboone@uchicago.edu]
Sent: Monday, April 13, 2015 10:35 AM
To:



Cc:
Subject: Postdoctoral Fellow Appointment Process in Workday--to be effective May 1

Dear All,

We have worked out a process for entering Postdoctoral Fellows and Postdoctoral Fellows—Paid Direct in Workday. The big change is that Fellows will now accept their appointment directly in Workday. They will execute the Postdoctoral Fellowship Acceptance Form, along with the PAA and the DCFS Form, as part of their onboarding process.

This has necessitated the development of a Postdoctoral Fellow Appointment Request Form, which

provides space for the approval of the Dean (or her/his delegate), the Chair, and for Postdoctoral Fellows—Paid Direct, the Office of the Provost. Many units are already using some version of this form.

Attached you will find:

- A very simple graphic of Postdoctoral Researcher titles and appropriate means of compensation
- The Instructions for the Postdoctoral Fellowship Appointment Process. The process itself is outlined in Section VI of the instructions.
- The Postdoctoral Fellowship Appointment Request Form
- A sample of the Postdoctoral Fellowship Acceptance Form, which is now part of the workflow for onboarding Fellows in Workday

Please let me know if you have any questions.

Thanks so much to all of the individuals whose comments helped us to develop this process. It will become effective on May 1.

All the best,

susan

Susan L. Boone
Director of Administration & Operations
Offices of the President and the Provost
University of Chicago
5801 So. Ellis Avenue, Suite 510
Chicago, IL 60637
773/702-8815
sboone@uchicago.edu