

Medical College of Wisconsin New Postdoctoral Fellow Checklist

The purpose of this checklist is to facilitate your arrival at the Medical College of Wisconsin (MCW). It should provide resources for you and allow for a quick transition to your new job. Most of the information applies to all new postdocs, but some of the information is designed to address specific issues international postdocs will encounter. We would appreciate any suggestions you may have for improving the onboarding experience for future postdocs!

If you have any questions, please contact:

1. The Office of Postdoctoral Education
 - a. Amanda Booker (414-955-4461; abooker@mcw.edu), Senior Administrative Assistant
 - b. Dr. Julie Tetzlaff (414-955-8496; jutzlaff@mcw.edu), Associate Dean of Postdoctoral Education and Graduate Career Development
2. Immigration Consultant, Human Resources (414-955-8245; immigration@mcw.edu)
3. Rachel Jones Lipinski (racjones@mcw.edu) or Jennifer Stancill (jstancill@mcw.edu), current co-chairs of the Postdoctoral Advisory Committee

Before you arrive:

1. Set up your email.
 - a. Your department administrator should contact you with information regarding email setup, including your email address and temporary password. If this has not already occurred, contact your PI and get this set up prior to your arrival.
 - b. Once you have access to your new email, set a new password – this password will automatically be utilized for multiple other online portals at MCW (see below).
2. Contact the Office of Postdoctoral Education
 - a. Contact information is listed above. Let them know your campus arrival date.
 - b. The Postdoc Office is a key resource for postdocs at MCW, Versiti Blood Research Institute, and Zablocki VA Medical Center. The office will be able to put you in contact with current Postdoctoral Fellows who can further help with your onboarding.
 - c. Visit the Postdoctoral Education website – <https://www.mcw.edu/education/office-of-postdoctoral-education>

On your first day:

1. For MCW/Versiti Postdocs
Park in the lot on the southeast corner of Watertown Plank Rd and 87th street unless you are told otherwise. You likely will not have a badge to get in – use the intercom to tell public safety you are a new employee and do not have your badge yet. They will let you through.
4. For VA Medical Center Postdocs – contact your PI for parking information.
2. Find your lab. Hopefully, you will have received some direction from your PI!
3. Obtain your MCW badge and any keys you may be authorized for.
Public Safety issues these. Located in the Health Research Center (the front entrance of MCW), H1820/H1860.

Within 2 weeks of start date:

1. Take training courses. Ask current lab members what training is required and ask department administrators to have these courses loaded onto your D2L (an online portal for training). The list below is a guide for what training may be required. This list does not necessarily cover all possible training.
 - a. Everyone
 - i. Postdoc Training in the Responsible Conduct of Research (NIH requirement)
 - ii. Conflict of Interests
 - iii. New Employee Orientation
 - b. Most
 - i. rDNA training
 - ii. Laboratory Safety
 - iii. Chemical Laboratory Safety
 - c. Lab-specific training
 - i. Animal and/or Human Research
 - ii. Blood borne pathogens
 - iii. Radiation Safety
 - iv. Other
2. If arriving in the fall/winter you will need to get a flu shot or provide documentation that you already obtained one.
 - a. MCW Occupational Health 5th Floor Pavilion Building, Room 514AP
 - i. They can also provide other immunizations, respirator fit tests, TB surveillance, and accidents/work related injury evaluations.
 - ii. <https://infoscope.mcw.edu/Occupational-Health.htm>
3. Become familiar with the various online portals:
 - a. Infoscope (infoscope.mcw.edu) – this website contains numerous resources for all MCW employees and contains links to all other portals. **(No password when on campus; off campus access is the same as your email user name and password)**
 - b. D2L (Desire 2 Learn) – Online training courses. **(User name and password are the same as email)**
 - c. eBridge – Contains your official researcher profile. Includes – training record, animal/human research documentation, and any grants/funding awarded directly to the employee. **(User name and password are the same as email)**
 - d. MyOracle – View your W-2 tax document and Paystubs. Set up Direct Deposit for pay. Links to benefits. Other resources. **(Password UNIQUE from email)**
 - e. MyBenefits – SIGN UP and view your benefits. **(User name and password are the same as email)**
4. Set up direct deposit (need a bank account for paycheck deposits) and your W-2 (for taxes).
 - a. Contact your department administrator for assistance
 - b. OR, Contact HR (<http://www.mcw.edu/Human-Resources.htm>)
 - c. OR, use MyOracle
5. Choose your benefits
 - a. At MyBenefits – available through Infoscope.
 - i. Note – Postdoctoral Fellows are currently eligible for all employee benefits with the EXCEPTION of long term disability and the employee matched mandatory 403(b) retirement plan (you are eligible for the voluntary 403(b))
 - ii. See page 4 of the employee benefits guide (2017) available on MyBenefits.

Information for International Postdocs

International Postdocs should complete the checklist above, but also have additional considerations.

Before you arrive:

1. **Make sure you are in communication with an MCW immigration consultant.**
(immigration@mcw.edu; 414-955-8245)
2. Set up your orientation where you will get your necessary documents, DS2019, proof of employment, and get your visa signed if needed.
3. **Apartment:**
 - a. Foreign students/postdoc who arrive in the US do not have a credit history. Some landlords will not allow one to sign a lease without credit history or rental history in the US.
 - b. It is recommended you try to find an apartment inside the city of Milwaukee, especially if you will not have a car as busses are more frequent in the city area.
 - c. If you contact Julie Tetzlaff and Amanda Booker (see above), they will put you in contact with current postdocs who may be able to help with establishing housing.
 - d. Be aware that you will have to pay a deposit (usually a full month's rent that you can have returned to you after you vacate the apartment in the future) and the first month's rent.
4. **Paycheck**
 - a. Depending on when you arrive, it can take as long as two months to receive your first paycheck, so it is important to transfer funds from your country of origin. The easiest way is to obtain a **bank draft (also known as a cashier's check)** from your country of origin with enough US funds to pay for rent etc.

On your first day:

1. Make sure you have made arrangements for transportation to a hotel or your new apartment (Uber, Lyft, and numerous taxi services are available).
2. Meet with Human Resources - immigration@mcw.edu

First week:

1. **Social Security Number (SSN):** Apply right away. This is mandatory to open the bank account. To do this you need a proof of residence, the DS2019, ID (passport), proof of employment.
 - a. Once you receive your SSN, forward this to MCW as the first paycheck will not be issued before they have this on record. It is important to follow up with the human resource office and your department administrator.
 - b. Once you get SSN, set up your benefits, including medical insurance, and payroll by sending an email.
2. **Bank account:** Open an account at US Bank (there is one branch in the Froedtert East Specialties Clinic – email Amanda Booker for directions if you cannot find the location). To do this, you need a proof of residence, a document to certify that you applied for the SSN, an ID document (e.g. Passport). Once a bank account is opened, a direct deposit should be setup.

3. **Buy, lease or rent a car:** This is very hard without credit history, unless you pay cash. For the first few months taking the bus is a necessity so we recommend that the apartment is close to MCW or directly on the bus line. Some international postdocs have suggested the best line is the “gold line”.
4. **Other concerns:**
 - a. **Electricity:** Register with We Energies (Electric Company) using your driver’s license + Passport + Lease agreement (Photo copies required). Some companies/landlord do this for you when you sign your lease, you will directly receive the bill. Otherwise you may be able to receive assistance in setting up your bills at the Salvation Army (a mediator for WE Energies) (1645 N 25th Street, Milwaukee, WI. Phone: 414-342-9191).
*bring a proof of residence.
 - b. **Sim cards/Phone:** Get sim cards/phone at Mayfair mall (2500 North Mayfair Road, Wauwatosa). It is easy to buy a US phone with a pre-paid sim card (roughly \$100).
 - c. **Internet:** If required you can get internet set up at home. Current Postdocs have recommended Spectrum or AT&T.
 - d. **Credit checks**
 - a. Once you set up your bank account, seek advice on how to properly establish a credit history. Credit history (and score) is necessary for many things in the US, including getting a loan, buying a car, buying a house, and many other things.
 - b. It is suggested that you apply for a basic credit card at US bank. This will allow to build your credit history quickly.

**Welcome to the Medical College of Wisconsin
and Good Luck!**