



Postdoctoral Scholar Case Timeline

To Initiate Hiring a Postdoc:



PI:
PI notifies ERSO HR Operations of intended Postdoc. Provides HR with name, contact information, start/end dates, salary and project description

RSO:
RSO provides chartstring, confirmation of funding, and IOF for visa processing fee.

Day 1

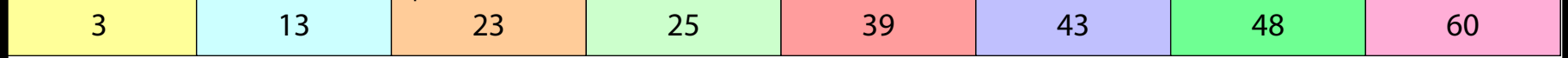
Day 60

Case clock begins **10 days later** or when HR receives the complete case documents from the Postdoc, PI and RSO. HR prepares and submits memos for PI and Dept. Chair to sign and returned approved memo is received by HR Operations.

Within **14 days** the Associate Dean reviews the case and either approves or denies the request.

If no visa is required, the case clock ends here (39 days) and the Postdoc will be contacted to complete new hire paperwork.

Within **15 days** HR Operations receives the DS2019 from the Berkeley International Office.



Within **3 days** HR contacts the Postdoc via email requesting the required documents needed to begin case preparation. This includes: CV, proof of PhD, and visa documents, if needed.

Within **10 days** the Postdoc gathers requested documents and submits them to HR Operations.

Within **2 days** of receipt of the signed memo HR Operations submits the case to COE for Dean's approval.

Within **4 days** of receipt of approved appointment from COE HR Operations sends the DS2019 application to the Berkeley International Office.

Within **2 days** of receipt of DS2019 HR Operations sends Postdoc the original DS2019 by Fed Ex. Case clock ends here

***If a recruitment must be conducted for the title, the recruitment process can add an additional 2-3 months to the timeline.**