Hiring a POSTDOCTORAL RESEARCH ASSOCIATE OR FELLOW in the Chemistry / Biochemistry Department (rev. 9/10/12)

*Instructions for persons that are not currently OU employees*

**Position Information**

**Title:** Postdoctoral Research Associate  
Grant Account Code: 637005 / Dept. Account Code: 637005  
Job Code: 6481  
FTE: 0.50 – 1.0  
Benefits: Yes  
Contract Months: 12  
Fringe: Limited Benefit Rate (FY13: 17.6%)

**Title:** Postdoctoral Research Fellow  
Grant Account Code: 637005 / Dept. Account Code: 637005  
Job Code: 5515  
FTE: 0.50 – 1.0  
Benefits: Yes  
Contract Months: 12  
Fringe: Limited Benefit Rate (FY13: 17.6%)

**Details:**

- **Employee must apply for a social security number at the Social Security Administration in Moore after 10 working days.**
- **Employee needs to confirm with payroll all payroll and building policy info.**
- **Employee must notify AR of any employment changes by submitting an updated appt form.**
- **Employee can obtain a Sooner ID from the One Card Office in the Union.**
- **Employee must turn in a completed and signed monthly leave record at the first of every month.**

**Notes:**

- AR = Astrud Reed / CJ = Carol Jones
- U.S. Citizen/Permanent Resident
- Non-U.S. Citizen/Non-Permanent Resident