



POSTDOCTORAL SCHOLARS BENEFITS PACKAGE

HR Employee Services | 855.278.5081
Faculty Services | 480.727.9900

E-FAX

Benefits & Leaves | 480.993.0007
Retirement | 480.993.0008

Employee benefits are handled by the Human Resources Benefits Design & Management Office and the Employee Service Center. Visit Benefits online at cfo.asu.edu/hr-benefits for details on the plans offered.

ORIENTATION

We encourage you to attend New Employee Orientation to learn about benefit options.

BENEFITS

Benefits enrollment must be completed within 30 days from your date of hire. Please complete the appropriate Benefits Enrollment Form. **Information/enrollment instructions:** cfo.asu.edu/hr-benefitsenrollment Submit via fax to 480.993.0007.

VACATION HOURS

Postdoctoral Scholars With a fiscal appointment, accrue 10 vacation days in the first year of service (employment) and 15 days in subsequent years. Unused accrued hours may not be carried over from one calendar year to the next nor are they paid out at separation. Postdoctoral Scholars with an academic appointment do not accrue vacation.

SICK HOURS

All Postdoctoral Scholars accrue sick hours at 3.69 hours per pay period.

RETIREMENT

Postdoctoral Scholars are not eligible to participate in a retirement plan.

LONG-TERM DISABILITY

Coverage is provided by the State with Standard Insurance Co.

FORMS

Complete and submit to the HR Employee Service Center:

For Payroll: The New Employee Payroll Packet

(located on the **HR FORMS** page: cfo.asu.edu/hr-forms)

PAYROLL DATA

Go to [My ASU](#) > Human Resources Info > Paycheck and Payroll Information to:

- **Change your federal withholding** on the W-4, if desired
(The default is Single, 0 allowances)
- **Request direct deposit**, if desired