**New employee orientation and onboarding**

We encourage you to attend the new employee orientation to learn about your benefit plan options. Learn about new employee orientation and onboarding online: [cfo.asu.edu/hr-postdoconboarding](http://cfo.asu.edu/hr-postdoconboarding).

**Benefit programs**

Healthcare, life insurance, short-term disability, health savings account, and flexible spending accounts enrollment must be completed within 30 days of your hire or eligibility date.

- **Compare** your benefit plan options: [cfo.asu.edu/hr-benefitsguide](http://cfo.asu.edu/hr-benefitsguide).
- **Learn** about your healthcare plan options: [cfo.asu.edu/hr-health](http://cfo.asu.edu/hr-health).
- **Review** our Health Insurance Marketplace Notice: [https://www.asu.edu/hr/documents/marketplacenotice.pdf](https://www.asu.edu/hr/documents/marketplacenotice.pdf).
- **Follow** instructions and complete enrollment form [https://cfo.asu.edu/benefits-enrollment](https://cfo.asu.edu/benefits-enrollment).

**Important:** Failure to complete your benefits enrollment during your 30-day enrollment period waives your right to enroll in health or welfare plans until the next benefits annual open enrollment period, unless you have a qualified life event.

**Long-term disability insurance**

Coverage is automatically provided through The Hartford at no cost to you and is effective on your hire or eligibility date.

**Vacation hours**

Full-time postdoctoral scholars on a fiscal appointment accrue 10 vacation days in the first year of appointment and 15 vacation days in subsequent years. Vacation days do not carry over from year to year and are not paid out at the conclusion of the postdoctoral appointment. Full-time postdoctoral scholars on an academic appointment do not accrue vacation.

**Sick hours**

All full-time postdoctoral scholars accrue sick leave at the rate of 3.69 hours per pay period.

**Retirement programs**

Although postdoctoral scholars are not eligible to participate in a mandatory retirement plan, you are eligible to participate in of our voluntary retirement plans, the Arizona University System Voluntary 403(b) and/or the 457(b) Deferred Compensation Plan, at any time during your employment.

**Learn about your voluntary retirement plan options:** [cfo.asu.edu/hr-retirement](http://cfo.asu.edu/hr-retirement).

**Questions**

Visit [cfo.asu.edu/hr-askhr](http://cfo.asu.edu/hr-askhr) for contact information.