

Transferring from a Trainee (20) to an Employee (21) Office of Postdoctoral Education

If you are transferring from a Postdoctoral Trainee (HR Status 20) to a **Postdoctoral Employee (HR Status 21)**, some of your benefits will change. Please read the below carefully.

1. You will sign another appointment letter initiated by OPE stating you are a Postdoctoral Employee.
2. **You will need to complete the electronic I-9/E-Verify.** Your department's HR administrator will oversee this.
 - i. Section 1 is an online portion; you will receive log-in and password information via email. It must be completed no later than your start date.
 - ii. Section 2 of the I-9/E-Verify will take place in-person with your department's HR administrator. There are several official documents that must be presented, and it must be done within three working days of your start date.
3. Once you have been hired as a Postdoctoral Employee (confirm with your HR administrator that this is complete), **you will need to sign up for health insurance again!** You only have 30 days to do this from your start date as an employee (as stated in your appointment letter).
 - i. Sign up by logging into the [UAB for Me Portal](#) using your BlazerID.
 - ii. You will have the same choices for health, dental, and vision insurance. Health, dental, and vision insurance will be deducted from your paycheck each month.
4. Payroll taxes will withheld from your paycheck every month. In order for UAB to calculate these taxes, you must complete the federal and state online tax withholding forms in your Oracle Self Service application.
5. After six months, you will be eligible for UAB's [Educational Assistance Program](#).

If you have any questions, please contact us at postdocs@uab.edu. We are happy to help!