

# Transferring from an Employee (21) to a Trainee (20)

## Office of Postdoctoral Education

*Congratulations on receiving a training grant or individual fellowship!*

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

1.
  - i. If you are being appointed to an institutional training grant (e.g., T32, etc.), ask for a copy of the training grant so you understand what benefits come with it. You can ask your faculty mentor or the training grant administrator. For example, some training grants come with a childcare allowance or travel support.
  - ii. If you are receiving an individual fellowship award (e.g., AHA, F32, etc.), contact OPE and your department administrator immediately as you are eligible for a supplemental award from OPE.
    - a. It can take a while to set up your grant account and, thus, being proactive will speed up the process of you getting paid!
2. You will have to sign another appointment letter initiated by OPE stating you are a Postdoctoral Trainee.
  - i. Most training grants have an additional letter as well.
3. Once you have been transferred to a Postdoctoral Trainee (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 a trainee (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. Your health insurance will look on the portal as if it is provided at no cost to you because a portion of your health insurance premium is being covered by the grant. Please note though that the premium paid by the grant will be reported as taxable income (see below). Dental and vision insurance will be deducted from your paycheck each month.
4. Payroll taxes will no longer be deducted from your paycheck each month unless you are a non-resident alien for tax purposes. However, you are still responsible for paying taxes on your taxable income (which includes the health insurance premium). Therefore, **contact a tax professional early in your training year** to figure out how to file quarterly federal and state estimated income tax returns.
  - i. [RIFE](#) out of the Collat School of Business might be a good contact if you are unsure how to proceed. Postdocs on J-1 visas can reach out to ISSS.
5. You are no longer eligible for UAB's Educational Assistance Program. However, most training grants and some individual fellowships have tuition allowance. In addition, OPE provides six credit hours of tuition per academic year (August-July).

If you have any questions, please contact us at [postdocs@uab.edu](mailto:postdocs@uab.edu). We are happy to help!