**TEMPLATE LETTER STARTS ON PAGE 2**

**INFORMATION:**

[Office of Postdoctoral Studies](file:///C:\Users\cgrim\Downloads\Office%20of%20Postdoctoral%20Studies) <https://postdoc.wisc.edu/>

**Post Degree Training Appointments – Postdoctoral Trainee**

* A research associateship is normally for a two- or three-year term, up to a maximum of five years, and is normally given to an individual who is within five years of having received the doctorate.
* Per the Unclassified Title Guidelines, the term for postdoctoral post degree training titles is for a **maximum of five years**: <https://www.ohr.wisc.edu/polproced/utg/EITtitles.html>
* Please note that time at another university as a postdoc will likely count toward the five-year limit at UW-Madison.
* For more details see the Research Associate Appointments and Postdoctoral Fellow/Trainee FAQ document <http://www.ohr.wisc.edu/polproced/uppp/0102_D.pdf>
* Extensions over three years, up to a maximum of five years, requires annual approval by the Dean's office HR prior to each year extension and must include a statement by the department indicating why training is continuing.
* **\*NEW\*** Beginning Fall 2022, some Postdoctoral Fellow/Trainee appointments may result in an overpayment that needs to be adjusted. If an overpayment needs to be made, please send a completed [Fellow/Trainee Adjustments Calculator](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx) to your HR Business Partner.

**PVL waiver**Training completion for post degree training titles - This waiver reason only applies to Research Associate and Postdoctoral Fellow/Trainee within the [post degree training titles](http://www.ohr.wisc.edu/polproced/UTG/EITtitles.html). The training completion reason is appropriate only for individuals who have completed their training and are switching to an academic staff title (e.g., Researcher or Scientist) in the same unit. It is not appropriate for an individual to compete for their own position, and therefore they should be hired using this waiver instead of through open recruitment. The post degree training must have been in the same position, in the same unit (UDDS), for at least 1.5 years for the training completion waiver reason to be appropriate.

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**COLLEGE OF LETTERS AND SCIENCE**

**EMAIL DRAFT TO YOUR HR BUSINESS PARTNER FOR APPROVAL BEFORE ISSUING LETTER**

**POSTDOCTORAL TRAINEE LETTER**

[date]

[name and address]

Dear [name]:

(*Add the following paragraph for* ***exempt*** *positions, remove if non-exempt)*

On behalf of [name of Department/Center] at the University of Wisconsin-Madison I am pleased to confirm your post degree training appointment as Postdoctoral Trainee effective [start date]. You will be collaborating with [name of professor] training on [project description]. Your gross biweekly pay will be $[biweekly rate] which is based on a full-time [academic (nine-month) **OR** annual (twelve-month)] stipend rate of $[stipend rate] at [percentage]% time. The source of your traineeship is [source of traineeship]. I anticipate that the appointment will continue at least through [end date], contingent upon your meeting the terms of the traineeship that have been provided directly to you by [source of traineeship].

(*Add the following three paragraphs for* ***non-exempt*** *positions, remove if exempt)*

On behalf of [name of Department/Center] at the University of Wisconsin-Madison I am pleased to confirm your post degree training appointment as Postdoctoral Trainee effective [start date]. You will be collaborating with [name of professor] training on [project description]. This is a [percentage]% time appointment and you will be compensated at an hourly rate of $[hourly rate] per hour based on the full-time [academic (nine-month) **OR** annual (twelve-month)] stipend rate of $[stipend rate]. The source of your traineeship is [source of traineeship]. I anticipate that the appointment will continue at least through [end date], contingent upon your meeting the terms of the traineeship that have been provided directly to you by [source of traineeship].

This position will be staff non-exempt (paid hourly; overtime eligible) as a result of the changes made by the U.S. Department of Labor to the Fair Labor Standards Act (FLSA) (see <https://www.dol.gov/whd/overtime2019/>). The changes require positions exempt from overtime to be paid $35,568 annually.

Your new position is not included in a certified bargaining unit, and it is non-exempt under the Fair Labor Standards Act provision for overtime. Should your supervisor assign overtime hours, you will be paid at a premium rate or shall be credited with compensatory time off at a rate of 1.5 hours per hour worked, for all hours worked in excess of 40 hours in a work week. At the discretion of the employer, compensatory time credits may be provided as payment for overtime. Such compensatory time credits received may be preserved, used or cashed out at the discretion of the employer.

This offer is contingent upon completion of the requirements for the Ph.D. prior to the effective date of your appointment.A copy of your diploma or a letter certifying you have completed all necessary requirements for graduation from your Ph.D. institution will be required prior to your appointment begin date.

*(Add the following paragraph if stipend is above the annual stipend rate \*see* [*Adjustments Calculator*](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx)*\*)*

UW-Madison is on a biweekly pay schedule. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, your biweekly stipend payments will result in an overpayment that needs to be adjusted. This is necessary to pay the stipend amount required by the sponsor [sponsor name], which is $[stipend rate]. You will see a negative adjustment of - $[SGA adjustment] on each biweekly earnings statement, which will ensure that your total stipend at the end of your appointment will equal $[stipend rate]. The total stipend amount is subject to change in the event of an early termination.

*(Add the following paragraph if stipend is matches the annual stipend rate\*see* [*Adjustments Calculator*](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx)*\*)*

UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $[stipend rate]. The total stipend amount is subject to change in the event of an early termination.

*(Add the following paragraph if stipend is below the annual stipend rate \*see* [*Adjustments Calculator*](https://hr.wisc.edu/docs/pay/fellow-trainee-adjustment-calculator.xlsx)*\*)*

UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $[stipend rate]. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, you will receive a lump sum payment of $[total SGA adjustment] at the end of your appointment period. This is necessary to pay the stipend amount required by the sponsor, which is $[stipend rate]. The total stipend amount is subject to change in the event of an early termination.

If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact [name of department administrator] as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.

**Please sign below to indicate your understanding of stipend payments:**

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**Signature Date**

(*Add the following paragraph for* ***a-basis*** *positions, remove if c-basis)*

You are eligible for two types of absence with pay:

1. **Absence with pay (personal):** Hours when a postdoc may be absent from their training for personal purposes, and still receive their stipend or salary. The amount of leave granted for full-time postdocs is **176 hours** per fiscal year (July 1-June 30).
2. **Absence with pay (medical):** Hours a postdoc may be absent from their training due to personal and immediate family medical reasons, or for the birth or adoption of their child, and still receive their stipend or salary. The amount of leave granted for full-time postdocs is **96 hours** per fiscal year (July 1-June 30).

Postdocs in appointments less than full-time are granted amounts based on their percentage of appointment. For postdocs who begin their appointments during the year, absence with pay is prorated based on the start date of the appointment. You can view your absence with pay balances in your MyUW Portal.

(*Add the following paragraph for* ***c-basis*** *positions, remove if a-basis)*

You are eligible for **absence with pay (medical),** hours a postdoc may be absent from their training due to personal and immediate family medical reasons, or for the birth or adoption of their child, and still receive their stipend or salary. The amount of leave granted for full-time postdocs is **96 hours**per academic year. Postdocs in appointments less than full-time are granted amounts based on their percentage of appointment. For postdocs who begin their appointments during the year, absence with pay is prorated based on the start date of the appointment. You can view your absence with pay balances in your MyUW Portal.

You are also eligible for the same **nine legal holidays** as are provided to employees.

Important: Postdocs who change FTE (full time equivalent) may be required to refund any absence with pay or legal holidays used in excess of the prorated amount to which they are eligible. Postdocs who terminate their appointment before the end of the fiscal year may be required to refund any absence with pay or legal holidays used in excess of the prorated amount to which they are eligible.

Full details are provided in UW–Madison policy [UW-5088 Postdoc Absence with Pay & Legal Holidays](https://policy.wisc.edu/library/UW-5088).

This is a non-service fellowship award. Payments are to support the individual’s studies or research. The individual receiving this award is not required to perform any services in exchange for the award. Accepting this award may affect eligibility for need-based financial aid through the Office of Student Finance.

This appointment includes the fringe benefits described at <https://www.wisconsin.edu/ohrwd/benefits/download/grad.pdf>. Since the enrollment period for many of the benefit programs is within 30 days of your appointment begin date, please contact [name of benefits coordinator] at [location] within the first few days of your appointment to avoid any loss of benefits or the need to submit evidence of insurability. A benefits walkthrough tool can be found at <https://uwservice.wisconsin.edu/ebenefits/>.

Although your appointment as a Postdoctoral Trainee is not considered employment, your stipend may be taxable as income. See <https://uwservice.wisconsin.edu/tax/filing-resources.php> for more information.

If you are on a nonimmigrant visa and are subsequently offered a fellowship or award, you must consult with the International Faculty and Staff Services (IFSS) office ([ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)) before accepting the fellowship or award. Accepting a fellowship or award may very well require changes in your immigration status that take time, so the earlier you contact IFSS, the better. Individuals in H-1B status may not be classified as Postdoctoral Trainees.

(*Add this paragraph if on J-1 visa)*

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/integrity-and-other-requirements/export-control/).

Your NetID is your campus identity that allows you access to online systems and services used at UW– Madison. It includes a unique username (assigned by the University) and a password (which you create). In order to activate your NetID, you will enter your date of birth and either an activation key (provided by your department) or the 11-digit number found on your Wiscard. More information about activating your NetID can be found at: <https://kb.wisc.edu/page.php?id=1140>.

UW–Madison adds an extra layer of security to your NetID login through a verification process called MultiFactor Authentication (MFA). This added step combines something you know (your NetID and password) with something you have (smartphone, token/fob) to verify your identity. MFA helps to protect both your online identity and UW–Madison digital assets. This multi-factor authentication is provided by Duo Security. Your hiring department will assist you with enrollment in MFA-Duo, and you will be required to use MFADuo on your start date. If you have questions or need help, visit <https://kb.wisc.edu/page.php?id=86220>.

The Office of Postdoctoral Studies is available to assist you during your training period, especially in the areas of career planning and professional development. Visit the Office of Postdoctoral Studies website (<https://postdoc.wisc.edu>) for more information on the activities and services provided for postdoctoral researchers. Questions and suggestions for the office should be directed to [contact@postdoc.wisc.edu.](mailto:contact@postdoc.wisc.edu.)

UW-Madison recommends that all graduate students and postdoctoral researchers utilize Individual Development Plans to set academic and career goals and facilitate conversations with their mentor(s). Beginning October 1, 2014, all graduate students and postdoctoral researchers supported by NIH funding are required to have an Individual Development Plan (IDP). Visit the Graduate School's IDP website (<https://grad.wisc.edu/pd/idp>) for templates, advice and supporting resources.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in university programs or activities. Information about relevant law, policies, resources, complaint procedures and protected bases, including how to contact the Title IX and Americans with Disabilities Act Coordinators and on nondiscrimination on the basis of sex in federally assisted programs is available at: <https://www.oed.wisc.edu>.

We look forward to a mutually rewarding working relationship with you. If you have any questions or concerns about your appointment with us, please do not hesitate to contact me [or name of person responsible for postdocs in the department].

Sincerely,

[name of person signing letter]

[title of person signing letter]

xc: [name of any individuals to be copied]