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| **Mentor wants to extend Postdoc appointment past**  **5 years** | * [Request for Postdoc Extension Form](EXTENSION-OF-APPOINTMENT-FORM-081.doc) must be submitted to [opahr@unc.edu](mailto:opahr@unc.edu) for approval. * Be sure to check with OISSS for International Postdocs before submitting the request. |
| **Postdoc wants to reduce work/FTE** | * [Request for FTE Reduction Exception Form](REQUEST%20FOR%20FTE%20REDUCTION%20EXCEPTION%20FORM.docx) must be submitted to [opahr@unc.edu](mailto:opahr@unc.edu) for approval * Be sure to check with OISSS for International Postdocs before submitting the request. |
| **Postdoc wants to work remotely for an extended period of time** | * ­­­­Contact OPA at [opahr@unc.edu](mailto:opahr@unc.edu) |
| **I need to pay a Postdoc an Overload payment** | * If the Postdoc needs to be paid for teaching a class in their home department or outside department * Can be for non-teaching work done in an outside department * Overload amount cannot exceed 20% of Postdoc’s annual salary * EPA Overload Request form can be found on OPA and OHR EPA-NF websites. Request should be approved before work begins   + [Overload Activity Approval Form](https://academicpersonnel.unc.edu/files/2014/02/EPA-Overload-form.docx) |
| **Postdoc (or Mentor) is asking for an appointment for less than one year** | * Send email to [opahr@unc.edu](mailto:opahr@unc.edu) for approval (no form required) * If extension is less than 6 months, then Postdoc can be extended (with no salary changes) * If extension is for 6 months or longer, then Postdoc needs to be reappointed (salary change can be done at this time with rainbow form)   + Both extension and reappointment require a letter to be signed by the Postdoc |
| **Student Blue did not have information on a new Postdoc...** | * Was the Postdoc’s hire action executed before the monthly deadline?   + If new hire was not executed before monthly deadline, then help ticket should be submitted to back-pay the Postdoc for the month that was missed in their next paycheck.   + Insurance information will not be received by BCBS until end of the following month. * Did the Postdoc submit their health insurance packet? |