## Postdoc FAQ for HR Representatives

<table>
<thead>
<tr>
<th>Question</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentor wants to extend Postdoc appointment past 5 years</td>
<td><em>Request for Postdoc Extension Form</em> must be submitted to <em><a href="mailto:opahr@unc.edu">opahr@unc.edu</a></em> for approval</td>
</tr>
<tr>
<td>Postdoc wants to reduce work/FTE</td>
<td><em>Request for FTE Reduction Exception Form</em> must be submitted to <em><a href="mailto:opahr@unc.edu">opahr@unc.edu</a></em> for approval</td>
</tr>
<tr>
<td>Postdoc wants to work remotely for an extended period of time</td>
<td>Contact OPA at <em><a href="mailto:opahr@unc.edu">opahr@unc.edu</a></em></td>
</tr>
</tbody>
</table>
| 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* |
| Postdoc (or Mentor) is asking for an appointment for less than one year   | *Send email to *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?* |