

# *Postdoc Orientation 2: Employment Focus*

June 2026

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Director of Postdoctoral Affairs



# *Employment Orientation Topics*

1. Benefits Enrollment
2. Understanding Taxes
3. Postdoc Policies
4. Conflict Resolution
5. International Scholar Resources

NOTE: We have embedded links in these slides for you to access resources, so when you see an underlined word that is likely a link for you to click!

# *Who We Are*

- Postdoctoral Affairs is housed in the **Office of the Vice Provost for Graduate Students and Postdoctoral Scholars**
  - OGSPS for short!
  
- Our mission is to empower postdoctoral scholars to advance their careers and contributions by connecting them to resources and community.
  
- Hiring and onboarding are done at the department level

## POSTDOCTORAL AFFAIRS TEAM

Dr. Haley Oliver-  
Jischke  
Senior Vice Provost  
for Academic and  
Student Success



Dr. David Rollock  
Assistant Vice Provost  
for Student Success  
and Retention



Dr. Melissa Franks  
Director of Graduate  
Studies



Dr. Rachelle Swan  
Director of  
Postdoctoral Affairs



## *Where are we?*

*OGSPS Postdoctoral Affairs*

Young Hall, Room 170

155 Grant Street

West Lafayette, IN

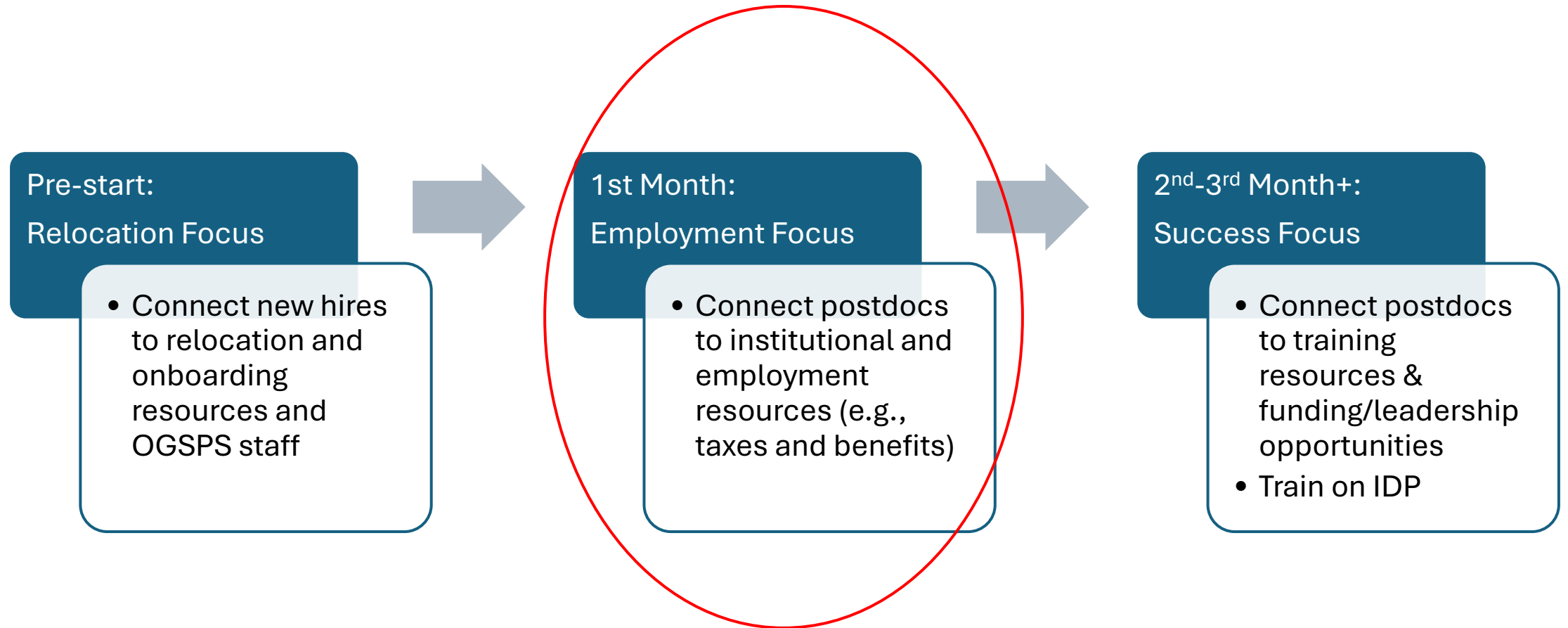
47907-21147

[postdoc-affairs@purdue.edu](mailto:postdoc-affairs@purdue.edu)

(765) 494-2600



# OGSPS Postdoc Orientation Series



# Benefits Enrollment

# Benefits Enrollment Overview

## New Hire Benefits Enrollment

- Completed within the first 30 days of your start date.
- Information on how to enroll will be sent via email within your first week.
- Log into Benefitfocus and enroll in benefits.
- For those who do not need to elect benefits, it is still important to actively enroll and opt out of coverage.

## Resources

**Benefits Guide** – This guide provides a look at the benefits offered by the university and can be used throughout the year to gain information about what's available to you.

**Benefits 101** – Watch this video to learn key terms and concepts related to benefits.

**New Hire Enrollment Instructions** or **How to Enroll Video** - Follow steps to help you navigate Benefitfocus as you complete your benefits enrollment.

## Open Enrollment

- 2-week open enrollment window occurs between late October to early November
- **If you miss this window, your health insurance will default to the lowest tier and NO dependents will be covered!**
- Coverage begins January 1 through December 31 of the following year

## Resources

Access to recorded presentations and one-on-one sessions, [here](#)

## Life Events Benefit Elections

- Complete within 31 days of a qualifying event
- Adding or dropping medical plan dependents is common in the case of birth, marriage, divorce, or spouse joining you in USA
- **If you miss 31-day event-window, you must wait until next Open Enrollment window!**

## Resources

Access details [here](#).

Request change [here](#):

- Select “Benefits Enrollment (Active)”  
– Benefitfocus (Faculty & Staff)

# Eligible Life Events

BIRTH OR ADOPTION	+
MARRIAGE	+
ARRIVAL/DEPARTURE OF FAMILY MEMEBERS TO THE USA	+
DEATH OF DEPENDENT	+
DIVORCE/ANNULMENT	+
JUDGEMENT/DECREE/COURT ORDER FOR COVERAGE	+
INVOLUNTARY LOSS OF COVERAGE	+
BEGINNING/ENDING OF UNPAID LEAVE	+
GAINED COVERAGE UNDER ANOTHER PLAN	+

If you are on a visa and have a family member arriving after you, make sure you enroll them in your plan within 30 days of their arrival or you will have to wait until the next open enrollment period.

# Benefits Enrollment Information Page

Whether you're a new employee enrolling in benefits for the first time or preparing to complete your annual open enrollment for next year's benefits, this web page is your go-to for all things benefits enrollment.

The screenshot shows the Purdue University Human Resources website. At the top, there is a navigation bar with links for 'Apply', 'News', 'President', 'Shop', 'Visit', 'Give', and 'Emergency'. Below this is the Purdue University logo and the 'Human Resources' section. A secondary navigation bar includes links for 'HOME', 'BUSINESS @ PURDUE', 'BENEFITS / WELLNESS', 'CAREERS @ PURDUE', 'HIRING @ PURDUE', 'SUPERVISING @ PURDUE', and 'WORKING @ PURDUE'. The main content area features a large banner with the text 'BENEFITS ENROLLMENT' in a bold, white font. Below the banner, there is a paragraph of text: 'Whether you're a new employee enrolling in benefits for the first time or preparing to complete your annual open enrollment for next year's benefits, this web page is your go-to for all things benefits enrollment.' This is followed by a call to action: 'To enroll for benefits, sign in to Benefitfocus at one.purdue.edu.' At the bottom of the page, there are four icons representing different sections: 'Benefits Eligibility' (exclamation mark), 'New Hire Benefits Enrollment' (document with equals sign), 'Open Enrollment Guides' (arrow pointing right), and 'Life Event Benefit Elections' (flag). A chat icon is visible in the bottom right corner.

# Benefits Enrollment

To enroll for benefits,  
sign in to  
Benefitfocus  
at [one.purdue.edu](https://one.purdue.edu).

The screenshot shows the OnePurdue website interface. At the top left is the Purdue University logo and the text 'PURDUE UNIVERSITY | OnePurdue'. On the top right is a 'SIGN IN →' button. Below the header is a navigation bar with links for 'HOME', 'MY FAVORITES', 'A-Z SERVICES', 'SERVICE LISTS', and 'STATUS'. A search bar contains the text 'What would you like to do?'. To the right of the search bar is a dropdown menu currently showing 'Human Resources' and a 'Browse A-Z' button. The main content area is titled 'Services in "Human Resources"' and indicates '16 services available'. A 'Back to Home' button is in the top right of this section. A list of services is shown, with the first item, 'Benefits Enrollment - Active Benefitfocus (Faculty/Staff)', circled in red. The description for this service reads: 'Benefits enrollment and management tool for active, benefits-eligible faculty, staff and graduate staff. Employees log into this system to manage and update their benefits for occasions such as: • Adjusting HSA contributions • Annual open enrollment • Life events (change in family status) • New hire enrollments • Reviewing personal benefit summaries • Updating life insurance beneficiaries. Please use Purdue Career Account username and password to log in.' Other services listed include 'Benefits Enrollment - Medical/Vision Academic HealthPlans (Grad Staff)', 'Benefits Enrollment - Voluntary Options Benefitfocus (Grad Staff)', and 'Benefits Information - Purdue University Benefits'.

# *Types of Benefits*

The Five Pillars – Each linked to a PDF brochure

1. Behavioral Health
2. Financial Wellness
3. Physical Health
4. Social Wellness
5. Work-Life Integration

**NEW** Postdoc Benefits Brochure !

# Understanding Taxes

# *Payroll Tax*

- All pay in the US has federal tax withholding
- The amount is based on flat percentages of what you earn
- The more you earn, the more you owe the federal government, and the more that needs to be withheld from your Purdue payment
- Tax forms are due each April 15<sup>th</sup> based on your income from the previous year (Jan-Dec).
  - If you overpay, you get some money back; if you underpay, you owe some more

# *Income Tax: Federal & Local Tax Resources*

## Federal Tax

- Owed to the *United States Treasury*
- Managed by the Internal Revenue Service (IRS)

### Resources

- [Tax Rates and Brackets](#)
- [Taxable Income](#)
- [IRS Web page for foreign students and scholars](#)
- [IRS Publication 519, U.S. Tax Guide for Aliens.](#)

## State Tax

- Owed to the *Indiana Department of Revenue*
- Not all states make you pay state income tax (e.g., Texas, Florida)

### Resources

- [Indiana Department of Revenue](#)
- [Tax Rates and Reports](#)
- [International Students](#)

## County Tax

- Owed to the *Indiana Department of Revenue* on behalf of Tippecanoe County
- Not all states make you pay county tax

### Resources

Same as State Tax

# Purdue Tax Resources

Human Resources has “Tax Services and Forms” page.

The screenshot shows the Purdue University Human Resources website. At the top, the Purdue University logo and 'Human Resources' are displayed. A navigation menu includes links for HOME, BUSINESS @ PURDUE, BENEFITS / WELLNESS, CAREERS @ PURDUE, HIRING @ PURDUE, SUPERVISING @ PURDUE, and WORKING @ PURDUE. The breadcrumb trail indicates the current location: Business @ Purdue > Tax Services for Business @ Purdue > Tax Services and Forms. A sidebar on the left lists 'TAX SERVICES FOR BUSINESS @ PURDUE' with sub-links for GLACIER Access, W-2, Employee Tax Withholding Information, Change Employee Tax Information, and Duplicate or Corrected W-2, 1042S, and 1099-MISC. The main content area features a title 'Tax Services and Forms' and a paragraph stating that the tax team administers university tax compliance and provides contact information for [tax@purdue.edu](mailto:tax@purdue.edu). Below this, there are six cards, each with a title and a 'View More Information' button: EMPLOYEE TAX WITHHOLDING INFORMATION, CHANGING EMPLOYEE TAX INFORMATION, GLACIER (NONRESIDENT ALIEN TAX COMPLIANCE), W-2 SERVICES, TAXABILITY OF PAYMENTS, and INTERNATIONAL TAX HELP. At the bottom, a note mentions that employment or payroll centers and business offices can review human subject guidelines, consultant and personal payments and relocation or moving allowance at [Business @ Purdue](#).

# *\*Postdoc Tax Guide*

## NPA OVERVIEW OF TAX ISSUES FOR POSTDOCS June 2022

Walks all postdocs through different types of employment taxes with a special section for International Scholars.

### \*Requires NPA Membership to Access

You must first request your free NPA Affiliate Membership before you can access their resources. **Click on this [link](#) and follow the registration process.** Sign up as an “Affiliate Individual Member, Postdoc.” Once you click Submit, the NPA Membership Director will review your affiliate membership within 10 working days, and you will receive an email when it has been approved.



JUNE 2022 | WWW.NATIONALPOSTDOC.ORG/RESOURCELIBRARY

# Overview of Tax Issues for Postdocs



# *\*Postdoc Tax Guide*

## NPA BEGINNERS GUIDE TO INCOME TAXES FOR INTERNATIONAL POSTDOCS June 2022

Explains the US tax system and obligations to an International Postdoc audience.

\*Requires NPA Membership to Access



# Beginners Guide to Income Taxes for International Postdocs

JUNE 2022 | [WWW.NATIONAL.POSTDOC.ORG/RESOURCELIBRARY](http://WWW.NATIONAL.POSTDOC.ORG/RESOURCELIBRARY)



## *Tax Tips from Jane Coleman!*

1. Glacier emails are legit, it's safe and necessary for you to enter your SSN upon request!
2. If you don't have a local mailing address yet, use your Purdue office address as your mailing address to get you in the payroll pool
3. Set direct deposit up ASAP



# How to Find Information & Benefits Resources at Purdue

- Start with [www.purdue.edu](http://www.purdue.edu) and search by keyword
- Every department maintains webpages with layered information
- Learning *where* to look is more effective than finding answers individually

Search here

Purdue University

Home About Become a Student Academics Life at Purdue Research Alumni Athletics

EVERY GIANT LEAP STARTS WITH ONE SMALL STEP

QUICK LINKS: APPLY NOW → FIND YOUR MAJOR → CHECK TUITION AND COSTS → SCHEDULE A VISIT →

# Postdoc Policies

# *Employment Policies*

Policies relevant to postdoctoral scholars are housed on two university office sites: the University Policy Office and the Office of the Provost.

- Terms and Conditions of Employment of Postdoctoral Researchers, Clinical Residents and Clinical Interns (VI.F.13) This document outlines the expectations and provisions for appointments of Postdoctoral Researchers, Clinical Residents and Clinical Interns.
- Procedures for Appointments of Postdoctoral Researchers This covers supplemental information to VI.F.13, including salary minimums and employment -year maximum for Purdue postdoc positions.
- Faculty and Academic Personnel Policies This is a library of employment policies important to postdoctoral scholars covering areas such as Academic and Research Affairs, Business and Finance (including travel), Ethics, Facilities and Safety, and Human Resources.

# Problem Resolution

# *Workplace Problems*

## HR Business Partners

Employees should reach out to their HR Business Partner (HRBP) for workplace guidance and advice. The HRBP will collaborate with the employee, strategizing potential ways to resolve concerns. Meetings are confidential (in most circumstances) and will only be shared with others with the employee's agreement.

Each college has an assigned HR Business Partner. To locate your HR Business Partner, go [here](#).

# *Workplace Problems*

## OGSPS' Office of Graduate Assistance

The Office of Graduate Assistance (OGA) is available to meet with Purdue University postdocs to assist them in addressing a variety of issues that may arise during the course of a scholar's time at the University. Examples of concerns brought to the OGA include, but are not limited to, authorship and intellectual property disputes, mentoring issues, and conflicts of interest.

The OGA will provide impartial, independent, and informal assistance with reference to your concerns based on our knowledge of University policy, practice and personnel without judgement.

Click [here](#) to complete a request to meet with an OGA advisor.

# *Workplace Problems*

## Office of Civil Rights

The Office for Civil Rights (OCR) supports Purdue University's commitment to maintain a positive and safe environment free from harassment that recognizes and values the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect, and encourages each individual to strive to reach his or her own potential. OCR works with the Purdue University community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing University policies regarding equal access and equal opportunity. The Office for Civil Rights is also the Title IX Office and the ADA Coordinator's Office for the West Lafayette campus and Purdue in Indianapolis.

Click [here](#) to request an appointment.



# *Workplace Problems*

## Report Questionable Mentoring Practices

Postdocs are encouraged to report questionable mentoring practices (everything from potential abuse to uncomfortable situations) to the hotline, a separate service contracted by Purdue to handle confidential reporting. For more information, see the [Purdue Hotline](#).

# *Personal Problems*

## **Center for Healthy Living: Counseling and Referral Services**

The Center for Healthy Living offers Purdue staff, including postdocs, free on -site counseling for six visits. Sessions are confidential. For more information, see the [CAPS Employee Assistance Program](#) .

# *Personal Problems*

The Purdue Psychology Treatment and Research Clinics offer mental health assessment and treatment for anyone in the Purdue community. The first session costs \$25, and additional services are determined by the individual's ability to pay.

# *Personal Problems*

## **Mental Health America**

Mental Health America is an organization that provides support for individuals, including Purdue postdocs. They have free online mental screening tools and resources for finding providers. Health navigator services can be reached to guide postdocs through mental health care at (765) 742 1800 or [navigator@mhawv.org](mailto:navigator@mhawv.org) .

# International Scholar Resources

# *International Students and Scholars (ISS) Office*

## 75% of Postdocs at Purdue are International!

- Visit the Purdue International Students and Scholars webpage: <https://www.purdue.edu/gpp/iss/>
  - Select Scholar Services and then choose what fits you best for helpful hints and information on:
    - Work visas
    - Preparing to Arrive in the USA
    - Housing
    - Utilities
    - Internet, Cable TV, and Mobile Cellular Telephone Services
    - Hotels
    - Weather
    - Passport
    - Visa
    - Money
    - Driver's license
    - Phones and electronic devices
    - Personal Documentation
    - Transportation

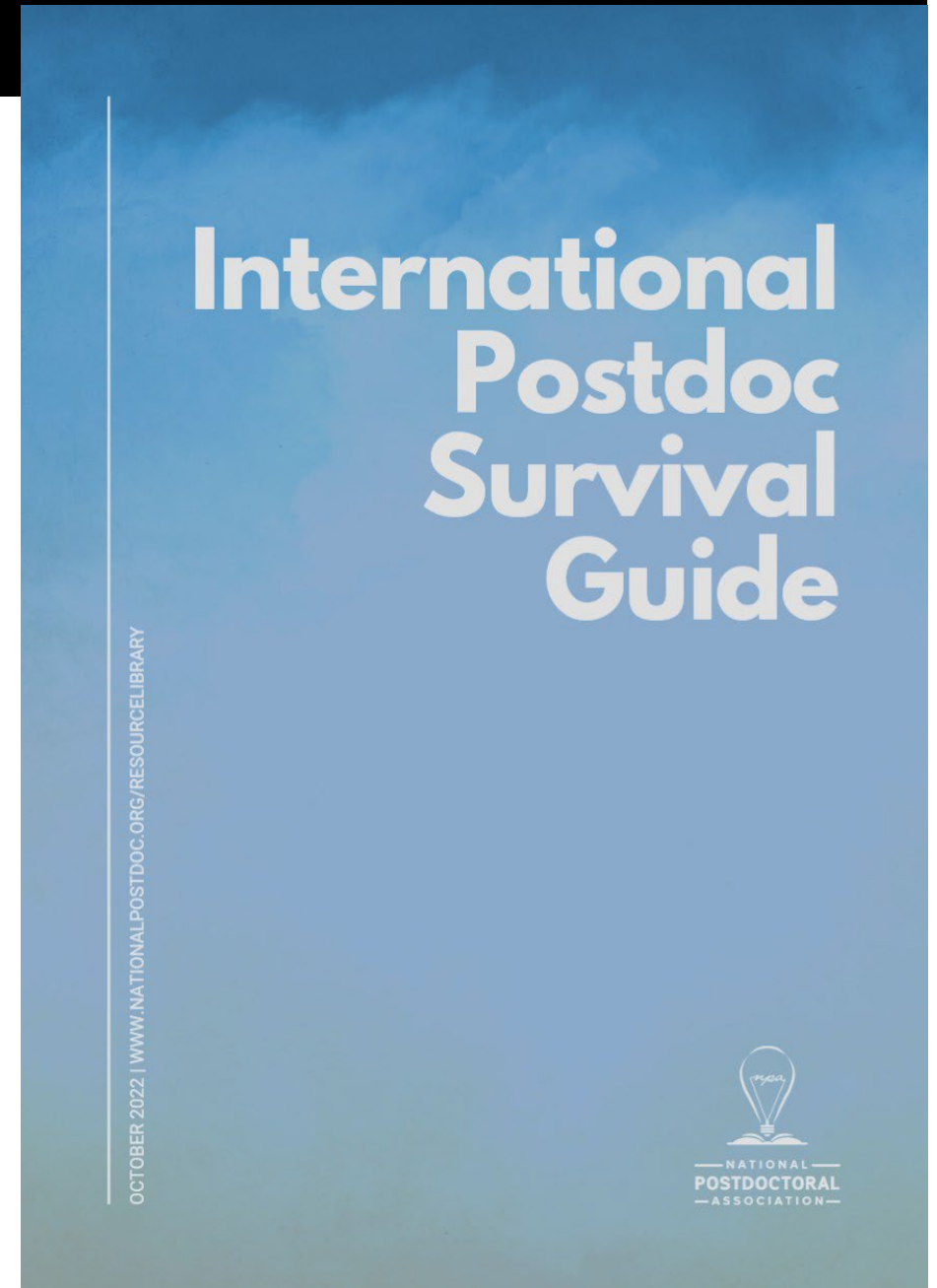
# *\*Postdoc Guide*

## NPA INTERNATIONAL POSTDOC SURVIVAL GUIDE October 2022

Sections include:

- Taxes
- Building Credit
- Using Credit Cards
- Health Insurance
- Housing and Utility Payment

\*Requires NPA Membership to Access



# *Thank You*

OGSPS Postdoctoral Affairs  
postdoc-affairs@purdue.edu

