



**Q. What is the minimum annual salary I can pay a Postdoctoral Scholar?**

A. Non-teaching post doc scholars must be at the FLSA minimum rate of \$47,476

**Q. Where do I post a Postdoctoral position to fill a vacancy?**

A. Positions are posted via IES under the student/other section. To access the QRC please click [here](#).

**Q. Are Postdoctoral Scholars onboarding the same as staff new hires?**

A. All hiring procedures apply in terms of Pre-Employment Screen, I-9, etc. Click here to access the [checklist](#).

**Q. Are relocation expenses allowed for Post Doc Scholars?**

A. While uncommon, it is reasonable to offer to cover relocation expenses. You would need to follow the procedures set forth by the [Relocation Business Procedure](#) and follow the guidelines for “staff.” Please note that the offer letter should include dean level signature, and the letter is a required attachment to the Payroll Authorization Record. For further instructions please click [here](#).

**Q. Do we need to complete an appointment form for a new Postdoctoral Scholar?**

A. The UK Graduate School requires we submit all Post Doc requests [here](#).

**Q. Do Postdoctoral Scholars earn vacation time?**

A. Yes, vacation days are deemed to be earned per month during an assignment period (1.25 days per month = 15 vacation days annually).

**Q. Do Postdoctoral Scholars enter their vacation leave in Employee Self Service?**

A. No. Postdoctoral Scholars complete an [Absence Record](#) and submits the form to their HR Administrator for data entry into the Leave Tracker spreadsheet. If you need a Leave Tracker, please submit a request to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu).

**Q. Are Postdoctoral Scholars eligible for terminal vacation pay?**

A. Yes, any unused vacation time is paid out via PA30 - 2010 infotype. Instructions are available [here](#).

**Q. Do Postdoctoral Scholars receive TDL?**

A. Yes, Post Doc Scholars receive the same TDL allotment as staff employees. TDL accrues at the rate of one day per month for regular full-time employees who are paid on a monthly basis.

**Q. Are Post Doc Scholars eligible for FML and does the paperwork get routed the same way as staff?**

A. Yes. Regular staff FML forms are routed through the [LeaveadminFMLA@uky.edu](mailto:LeaveadminFMLA@uky.edu), however the FML letters for Post Docs should be handled by the department. Click [here](#) to access the FML routing link.

**Q. Are Post Doc Scholars eligible for overload assignments?**

A. Yes. Please complete an [Overload Request Form](#) and route for approvals. Please provide a copy of the final approved form to Graduate School.

**Q. Are Postdoctoral Scholars eligible for Unpaid Special Unpaid Leave?**

A. Department may use the [Staff Special Leave Policy](#) as general **guidance** for 10 days of unpaid leave. An extension beyond 10 days may be granted, due to travel restrictions, if the supervisor and employee are in agreement. If additional details are needed, please contact the Office of Postdoctoral Affairs - Graduate School.

**Q. Can I process a mid-year pay increase for a Postdoctoral Scholar?**

A. Yes. Please attach an approved Postdoctoral Scholar Appointment Form to the workflow.