To Initiate Hiring a Postdoc:

**PI:**
PI notifies ERSO HR Operations of intended Postdoc. Provides HR with name, contact information, start/end dates, salary and project description.

**RSO:**
RSO provides chartstring, confirmation of funding, and IOF for visa processing fee.

**Case Timeline**

- **PI:**
  - Within 3 days: HR contacts the Postdoc via email requesting the required documents needed to begin case preparation. This includes: CV, proof of PhD, and visa documents, if needed.
  - Within 10 days: the Postdoc gathers requested documents and submits them to HR Operations.
  - Within 2 days of receipt of the signed memo HR Operations submits the case to COE for Dean’s approval.
  - Within 4 days of receipt of approved appointment from COE HR Operations sends the DS2019 application to the Berkeley International Office.

- **RSO:**
  - Within 15 days: HR Operations receives the DS2019 from the Berkeley International Office.
  - Within 2 days: HR Operations sends Postdoc the original DS2019 by Fed Ex.

- **Case Clock:**
  - Day 1: Case clock begins 10 days later or when HR receives the complete case documents from the Postdoc, PI and RSO. HR prepares and submits memos for PI and Dept. Chair to sign and returned approved memo is received by HR Operations.
  - Within 14 days: the Associate Dean reviews the case and either approves or denies the request.
  - If no visa is required, the case clock ends here (39 days) and the Postdoc will be contacted to complete new hire paperwork.
  - Within 2 days: the Postdoc gathers requested documents and submits them to HR Operations.
  - Within 60 days: the Postdoc will be contacted to complete new hire paperwork.

*If a recruitment must be conducted for the title, the recruitment process can add an additional 2-3 months to the timeline.*