# Postdoc FAQ for HR Representatives

| Mentor wants to extend Postdoc appointment past 5 years | - [Request for Postdoc Extension Form](opahr@unc.edu) must be submitted to opahr@unc.edu for approval.  
- Be sure to check with OISSS for International Postdocs before submitting the request. |
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| Postdoc wants to reduce work/FTE | - [Request for FTE Reduction Exception Form](opahr@unc.edu) must be submitted to 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 |
| 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](opahr@unc.edu) |
| 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 |
| Can the Postdoc or Mentor request a salary increase for the Postdoc? | - Salary increases can be submitted at reappointment if the salary follows NIH guidelines (No rainbow form required).  
- Any reappointments not within the NIH guidelines will require a rainbow form to be submitted for approval (submit to your HR Consultant who will send the form to the EHRA Non-Faculty Office)  
- Both extensions and reappointments require a letter to be signed by the Postdoc. |
# Postdoc FAQ for HR Representatives

| Where should a Postdoc’s health insurance forms be sent? | • Mail BCBS paperwork via regular mail to:  
Blue Cross and Blue Shield of North Carolina  
P.O. Box 2073  
Durham, NC 27702  
• Mail Campus Health paperwork via regular or campus mail to:  
Campus Health Services  
Patient Accounts  
James A. Taylor Building, CB #7470  
Chapel Hill, NC 27599 |
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| Student Blue did not have information on a new Postdoc... | • Was the Postdoc’s hire action executed before the monthly deadline?  
  o 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.  
  o Insurance information will not be received by BCBS until end of the following month.  
• Did the Postdoc submit their health insurance packet? |
| What if the Postdoc wants to cancel their medical insurance or that of a dependent? | • The Postdoc should fill out a [Termination Request Form](#) and submit to Student Blue.  
• Terminations are available on a monthly pro-rata basis.  
• All terminations are effective on the last day of the month. |