Tips on Reviewing in Workflow & PS Module
(as of Aug. 25, 2011)

Information Sheets from Invited Postdoc:

- The biographic/demographic data entered by the invited postdoc *cannot* be corrected once Role #1 (Administrator/Originator) "approves" the information sheet in WorkFlow.
- If any of the following is incorrect when you receive the invited postdoc's information in Workflow, you must *RETURN* the information sheet to the PostDoc to have that data corrected:
  - If foreign:
    - Data entered by invited postdoc <u>MUST BE EXACT MATCH</u> of information on DS2019, passport and/or visa.
    - Names must match machine readable passport names with no symbols (letters and spaces only)
    - If holds dual citizenship, must only be information from the passport under which they are requesting a visa.
  - If US Citizen:
    - Data entered by invited postdoc must match documents they will be providing for I-9 documentation, e.g., driver's license, Social Security card, passport, etc.
  - Birth dates must all be in MM/DD/YYYY formatting (American month, day, year formatting)
  - All required documents must be uploaded by invited postdoc
    - Role #1 can upload degree conferral .PDF when filling out the Recommendation Form if this document is not available at the time the postdoc completes the information sheet.
    - If information sheet accepted and any document is found to be missing when filling out the recommendation form, role #1 must upload it before submitting the recommendation sheet.

Offer Letters Online:

- Please carefully review the draft offer letter while working in the Recommendation Form (click on "Offer Letter" at the top of the form).
  - Note: once the recommendation sheet is submitted and approved by Role #3, the recommendation form is "locked" and the offer letter is automatically sent to the invited postdoc.