

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE**

**NEW POSTDOCTORAL ORIENTATION PROGRAM**

Human Resources Training Room 1140A & 1145  
4480 Clayton Avenue  
3rd Tuesday, 8:00 a.m. to 5:00 p.m.

**AGENDA**

- 8:00 a.m. - 8:30 a.m.      Registration / Tuberculosis Testing
- 8:30 a.m. - 12:00 noon      Introduction to Washington University School of Medicine
- Welcome
  - WU Organizational Overview
  - WUSM Organizational Overview
  - Human Resources Policies & Procedures
  - Employee Assistance Program Overview
- Break
- Transportation Services and Parking
  - Environmental Health & Safety Overview
  - Campus Access, Security and Crime Prevention
  - IT Electronic Device Security
  - Moving Towards Excellence
- 12:00 noon - 1:00 p. m.      Lunch On Your Own
- 1:00 p.m. - 1:30 p.m.      HIPAA Overview
- 1:30 p.m. - 2:00 p.m.      Office of Post Graduate Affairs
- Break
- 2:15 p.m. - 3:30 p.m.      Postdoctoral Benefits Review
- Payroll Information
  - Insurance Plans-Health, Dental
  - Optional Life Insurance
  - Long Term Disability Insurance
  - Tuition Remission
  - Optional Investment Savings
  - Receive Benefits Enrollment information
- Break
- 3:40 p.m. - 5:00 p.m.      Computer Modules – Role-Specific Training
- Environmental Health & Safety
  - HIPAA