

UB Graduate Medical Education Employment Procedures Policy

February 7, 1994; updated March, 2002; rev. October 2004

Rev. **January 2008**

Applicants who sign and return the offer letter sent to them by the program will receive an employment contract from the applicable employer (UMRS, UDRS, VAWNYHS) through the Program Director's office. The residents' employer is determined by the program based on approved Annual Plan lines.

The employer must insure that all legal documents required for employment, with respect to the NY State Department of Labor (I-9 form and documentation) and the Department of Health (Credentialing checklist), are complete. The Office of Graduate Medical Education performs this service for University Medical Resident Services, P.C. (UMRS) and University Dental Resident Services, P.C. (UDRS). These completed documents must be produced prior to commencing the residency and employment.

Program Directors must obtain the following documents and forward them to the Office of Graduate Medical Education **at least six weeks prior to the anticipated start date**

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- Employee Biographical Data Form
- Statement in Lieu of Oath – Original form only
- Form I-9 (6/5/07 Revision only) with appropriate documentation attached and signed by both the resident and the Program Coordinator
 - Non-U.S. citizens must also have DS-2019 or I-797 with unexpired passport as applicable
- Completed State and Federal Tax Forms
- Medical/Dental School Diploma
- ECFMG Certificate, if applicable
- UB or ERAS Application
- Emergency Contact Form
- Signed Resident Employment Contract
- Licensure (if applicable)
- Fifth Pathway Certificate (if applicable)
- Certification of Visa status (no taxes or reduced taxes withheld for certain visa types)

The Office of Graduate Medical Education reviews the entire packet for completeness and adds the resident to the payroll. If any of the above items are missing, the Office of Graduate Medical Education will contact the department as soon as possible. A resident will not be added to the payroll until missing documentation is provided.

Residents who can not sign an I-9 and provide the appropriate documentation (usually because they do not have a stamped IAP-66) are NOT employable and can not be paid. **These residents will be added to their respective payroll and authorized to begin their training only upon completion of all documentation.**

All employment documentation, including visa applications, is employer specific. An employee cannot transfer to another employer's payroll without changing the visa application and reproducing all required employment documentation.

In addition, Program Directors must obtain the following documents to be kept in the residents' program file:

- Medical/Dental School Transcript (verified by program director)
- Clinical Clerkship
- Prior Post-Graduate Experience and credentialing documentation (if applicable)
- College Diploma / Transcript for MD Degree (recommended)

Visas:

- J-1 Visas: Prospective residents who are interested in a J-1 visa should contact ECFMG.
- J-2 Visas: J-2 visas are accepted only if the program verifies that the individual on the J-2 will be able to complete the program based on the length of sponsorship of the spouse (J-1).
- H1-B Visas: Residents interested in an H1-B visa must process their application through the UB Office of Graduate Medical Education in conjunction with the UB Office of Student and Scholar Services.
- Other Visas: F visas may be considered only for those individuals who have just completed their M.D. degree.

Changes in employment status, including leaves of absence, payroll changes, salary increases, program completion, or termination must immediately be reported to the Office of Graduate Medical Education.

Falsification of any employment documents is grounds for automatic termination.