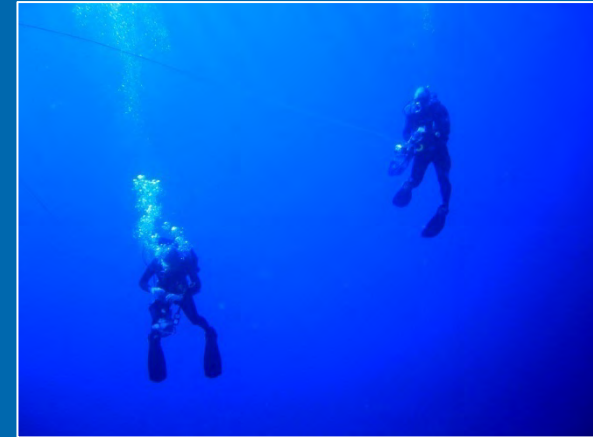


Department of Oceanography



Postdoctoral Scholar Orientation Spring 2019



Faculty and Students

Tenure-track faculty	31
Non-tenure-track faculty	4
Regular graduate faculty	35
Cooperating graduate faculty - outside of Department	11
Affiliate graduate faculty - outside of UH	16
Graduate students	43
Undergraduate students (GES)	84

Department of Oceanography Administration

**Department Chair,
Graduate Chair:**

Niklas Schneider
MSB 205B, 956-2912

Undergrad Chair:

Michael Guidry
MSB 205E, 956-9935

Student Specialist:

Kristin Momohara
MSB 205C, 956-2910

Office Manager:

Mireya Inga
MSB 205D, 956-9937

Secretary:

Catalpa Kong
MSB 205, 956-2603

Mailroom:

MSB 205A

The background of the slide features several sets of concentric circles in a lighter shade of blue, resembling ripples in water. These circles are positioned in the lower right and bottom center areas of the slide.

Department of Oceanography

Research Divisions

Biological Oceanography Division

Head: Grieg Steward (Associate Chair)
Admin support: Anne Lawyer
MSB 630
956-7822

Marine Geology & Geochemistry Division

Head: David Ho
Admin support: Van Tran
MSB 505
956-6395

Physical Oceanography Division

Head: Brian Powell
Admin support: Lance Samura
MSB 414
956-6062

UH Identification Card

- To get a UH ID number & UH ID card:
 - A memo needs to be generated by your Department's Admin (DA) to the UH ITS Department in order to obtain a UH ID number.
 - Another memo needs to be submitted to the UH ID Office once your ID number has been generated by ITS.
- Must have validated ID to check out books at the **library**, use **online resources**, have access to the **gym and pool (for a fee)**.
- UH-M also has a free shuttle service that serves Manoa, Waialae Ave., Moilili, and Makiki: <manoa.hawaii.edu/commuter/rainbowshuttle.html>
- Parking may be granted (although not guaranteed) through UH Commuter Services. Please contact Catalpa Kong <catalpa@hawaii.edu> in the Oceanography office for parking requests.

Internet Access

- Get a UH Username (must have UH ID#)
 - www.hawaii.edu/username/
- Wireless internet via UH ITS
 - www.hawaii.edu/askus/1037
- Set up login-free “pass-through” for your wireless devices
 - www.hawaii.edu/wireless/pt/

SOEST Network (RCF)

- Create SOEST Account via Research Computing Facility (RCF)
 - Have your Principal Investigator (PI) email support@soest.hawaii.edu to request for a SOEST account on your behalf
- Wired (Ethernet) Internet access is via RCF
 - If you need wired internet access, your PI will need to email support@soest.hawaii.edu to get this set up
- Please note that you will need a SOEST account to access the MSB computer labs, MSB classroom computers, and SOEST email

SOEST & Oceanography Events

Please inform the Ocean Office (uhmocean@hawaii.edu) of your new UH email so we can add you to the directories and oceanpostdocs list serv to receive notices regarding:

- Oceanography Seminar Series
 - Thursdays 3:00-4:00 in MSB 100
 - List of speakers: <http://www.soest.hawaii.edu/oceanography/seminar.html>
- Oceanography Coffee Hour
 - Thursdays 12:00-1:00 in MSB 200
 - Free coffee and light snacks provided
- SOEST events, building notices, emergency notices, etc.

Filing Federal and State Taxes for Stipend Postdocs

- Tax year 2018: UH will not provide Postdocs with a traditional W2 or 1099 form.
 - You will need to email your Department Admin (DA) and request an earnings report.
- Tax year 2019 & beyond: All earnings will be reported to the IRS.
 - US citizens will get a 1099 form
 - Non-US citizens will get a 1042 form
- Non-US Citizens: WH-1 form
 - If you claim a treaty exemption (please note that not all countries have one), then you will not be deducted taxes.
 - If you do not claim a treaty exemption, taxes will be taken out of your monthly stipend for the first 2 years of postdoc appointment (about 14-30%, depending on what you selected on your WH-1 form).
 - During year 3, you are classified as a Non-Resident Alien and taxes will not be taken out of your monthly stipend.

Filing Federal and State Taxes for Stipend Postdocs (continued)

- The department and university cannot assist you in completing tax forms. They are also not trained to answer your tax questions. Please see a tax specialist for assistance.
- H&R Block is a good resource for help in filing taxes
 - <https://www.hrblock.com>
- If you are on a visa through UH Faculty & Scholar Immigration Services (FSIS), feel free to check their website for their tax workshops:
 - <http://blog.hawaii.edu/fsis/taxes/workshops/>

Health Insurance for Stipend Postdocs

- Postdocs on stipends do not receive health insurance through the university.
- You can purchase health insurance by submitting a Request for Non-Student Eligibility for University Student Health Insurance form to the Student Health Insurance Office or you may go through <https://www.healthcare.gov/>
- If you are on a J-1 visa, please review your program packet for additional insurance requirements.

Reimbursements for Stipend Postdocs

- Reimbursements for travel, supplies, and any project-related purchases may be taxable.
- If you need to purchase anything in support of project activities, please see your PI or DA for assistance so they can charge the project directly.
- Travels cannot be advanced and will not be reimbursed until your return from the trip.
- Please notify your DA if you are going on travel so they are aware of your absence. If you are a RCUH employee, you are required to submit a travel request at least 3 weeks before departure or as soon as possible.
- Please discuss these limitations with your PI if they require you to travel or purchase items for the project.

Reminders

- As a stipend postdoc, your hours of work cannot be defined.
- Please note that your appointment is a traineeship with your PI, not employment.
- If you have any issues, please remember to document any incidences and feel free to contact the Department Chair.

Responsible Conduct of Research

➤ <https://www.hawaii.edu/researchcompliance/responsible-conduct-research>

Office of Research & Graduate Education
University of Hawai'i at Mānoa
Compliance Office
2425 Campus Road, Sinclair 10
Honolulu, HI 96822

Phone: (808) 956-7874
Email: orc@hawaii.edu



UH & SOEST Policy on Sexual Harassment and Bullying

SOEST Policy

Sexual harassment and bullying are two different, but related, forms of intimidation that are prohibited at the University of Hawai'i at Mānoa (UHM) and in the School of Ocean and Earth Science and Technology (SOEST).

What is Sexual Harassment?

Sexual harassment comes in many forms, each of which is prohibited by law. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment. Sexual harassment is illegal whether it occurs in the workplace or within an educational setting.

Located in Appendix 3 of Handbook

UH & SOEST Policy on Sexual Harassment and Bullying

What is Bullying?

Bullying is a type of workplace violence that violates UH Executive Policy E9.210. Prohibited violent acts involve physical attack, property damage, as well as verbal statements and tones that express or suggest the intent to cause physical or mental harm to another person.

Filing a formal or informal complaint

➤ **Any SOEST faculty member** or the Chairs of the four SOEST academic departments

(Earth Sciences, Oceanography,

Ocean Engineering, Atmospheric Sciences)

Dr. Charles (Chip) Fletcher, Assoc. Dean, SOEST,

fletcher@soest.hawaii.edu, x62585

Office of Title IX: Dr. Dee Uwono, Hawai'i Hall 124,

t9uhm@hawaii.edu, 62299

➤ **UHM Gender Equity Specialist:**

Jenna Friedman (confidential)

Queen Lili'uokalani Center for Student Services,

Rm. 210

2600 Campus Road

Phone: 808-956-9499

Email: jenna.h.friedman@hawaii.edu

➤ **UHM Dean of Student Affairs:**

Queen Lili'uokalani Center for Student Services 409

2600 Campus Road

Honolulu, HI 96822

Phone: 808-956-3290 (voice/text)

Email: vcs@hawaii.edu

➤ **UH EEO/AA Office:**

Mark Au

2442 Campus Road

Administrative Services Building 1-102

Honolulu, HI 96822

Phone: 808-956-7077 (voice/text)

Email: eeo@hawaii.edu

[UH Whistleblower hotline](#) (confidential) 1-855-874-2849, legal and policy violations

[Amrita Mallik](#) (OVCAA Office)- lawyer, conflict resolution. Campus Climate Initiatives, x66391, amrita@hawaii.edu

Campus Help Manoa <https://manoa.hawaii.edu/crsc/landing/uhmcrsc@hawaii.edu>, x65000, Keller 111

Further resources

Women in SOEST

MPOWIR Mentoring Physical Oceanography Women to Increase Retention <http://mpowir.org>

Graduate Women in Science <https://www.gwis.org>

National Center for Women & Information Technology (NCWIT) <https://www.ncwit.org>

Science Communicators 'Ohana <https://scicommohana.wordpress.com>

Postdoctoral scholars at Scripps Institution of Oceanography <https://scripps.ucsd.edu/postdocs>

Postdoctoral scholars at Woods Hole Oceanographic Institution
<http://www.whoi.edu/postdoctoral/>

Safety in the Islands

➤ Flash floods

If there was recent heavy rain or it is currently raining, avoid hiking near a stream, waterfall, or pool of a waterfall.

➤ Rock falls

Rockfalls can happen anytime, but occur most often after recent heavy rain. Avoid hiking at the base of cliffs and at the pools of waterfalls, especially during and after rainfall.



Safety in the Islands

➤ Waves

Certain beaches are hazardous year-round while others are dangerous at certain times of the year. It is always best to swim at beaches where there are lifeguards. Don't swim at remote beaches alone.

➤ Hiking cliff trails

Steep cliff trails can be dangerous if it has recently rained or if it is raining. Some of the trails are quite narrow with a steep drop-off on one or both sides. Trails like this are for experienced hikers only.

If you plan to hike, it is best to always hike with a buddy and to carry a cell phone and map with you.



Welcome aboard!



Please send suggestions and corrections to N. Schneider, nschneid@hawaii.edu
Mahalo to K. Momohara, T.-V. Tran and A. Lawyer for preparing materials and slides