Employment Procedures Policy

Applicants who sign and return the offer letter sent to them by the program will receive an employment contract through the Program Director’s office. All medical residents/fellows are employed by University Medical Resident Services, P.C. (UMRS). Dental residents are employed by University Dental Resident Services, P.C. (UDRS).

The employer must ensure 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 both employers. 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:

- Employee Biographical Data Form
- Form I-9 with appropriate documentation attached and signed by the resident/fellow
  - Non-U.S. citizens must also have DS-2019 or I-797, I-94, and unexpired passport as applicable
- Completed State and Federal Tax Forms
- Copy of Medical/Dental School Diploma
- ECFMG Certificate, if applicable
- Completed UB, ERAS, or PASS Application
- Resident/Fellow Employment Contract signed by both the resident/fellow and the program director
- Valid immigration status for employment by UMRS or UDRS
- Signed Medical School Release Form (U.S. Medical School graduates only)
- Confirmation of Compliance with “12 Week Rule”, if applicable
- Direct Deposit Form, if applicable

The Office of Graduate Medical Education reviews the entire packet for completeness and adds the resident/fellow 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/fellow will not be added to the payroll until missing or incomplete documentation is provided.

Residents/fellows who cannot provide the appropriate I-9 documentation are NOT employable and cannot be paid. These residents/fellows will be added to their respective payroll and authorized to begin their training only upon completion of all required documentation and valid immigration status documents.

All employment documentation, including visa applications, is employer specific. An employee cannot transfer to another employer’s payline 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’/fellows’ program file:

- Medical/Dental School Transcript (verified by Program Director)
- Clinical Clerkship records
- Documentation of prior Post-Graduate Experience, credentialing documentation (if applicable), and summative evaluation(s)
- College Diploma / Transcript for MD Degree or equivalent (recommended)

Visas: Residents/fellows must refer to the current UB Graduate Medical Education “Eligibility & Selection of Residents/Fellows Policy” posted on the GME webpage.

- J-1 Visas: Prospective residents/fellows who are interested in a J-1 visa must contact the Office of Graduate Medical Education Training Program Liaison.
- H1-B Visas: H-1B visa holders who qualify for sponsorship in UB fellowship programs must process their application through the UB Office of Graduate Medical Education. Application forms are available on the UB GME webpage.
- Other Visas: F-1 OPT status may be considered on a case by case basis. T/N visas are suitable for dental residents participating in UB Dental residency programs.

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 and are subject to the relevant employment policy.

Falsification of any employment document is grounds for immediate termination.