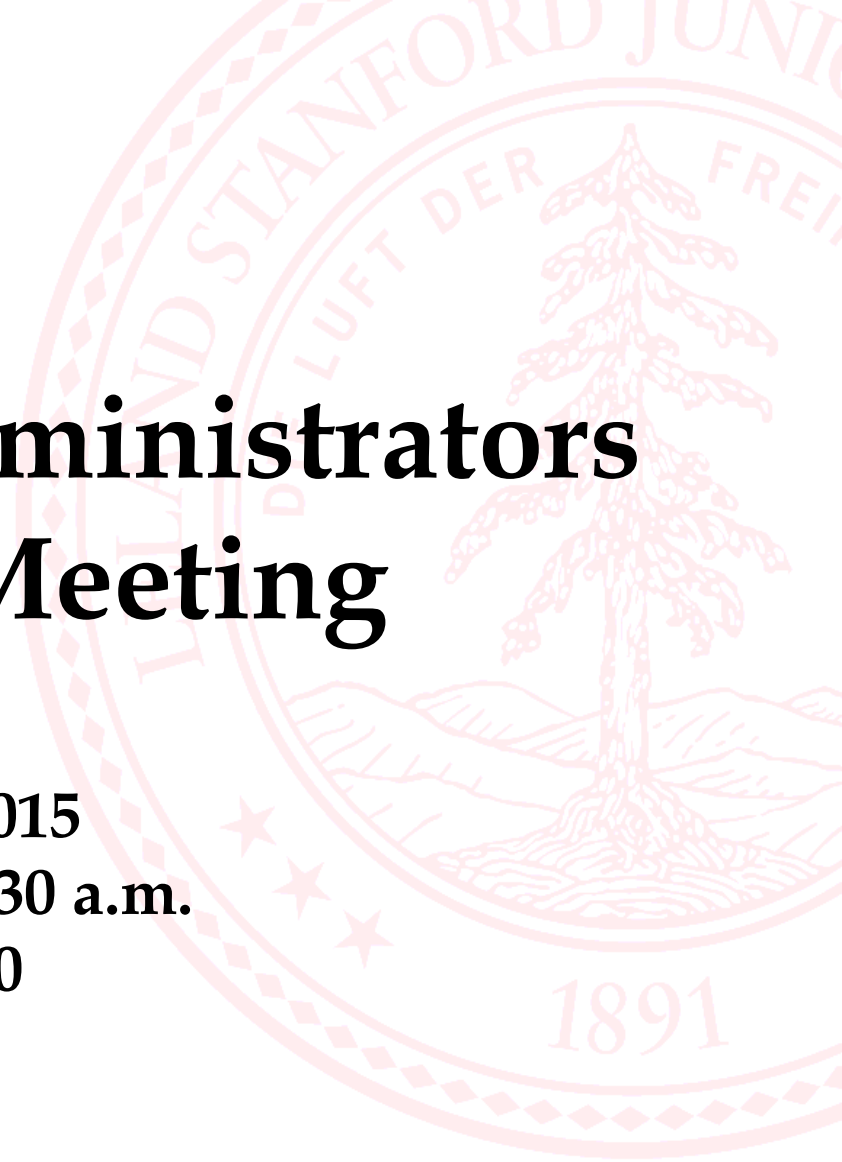


# Postdoctoral Administrators Quarterly Meeting

July 23<sup>rd</sup>, 2015  
10:00 a.m. – 11:30 a.m.  
LKSC 120



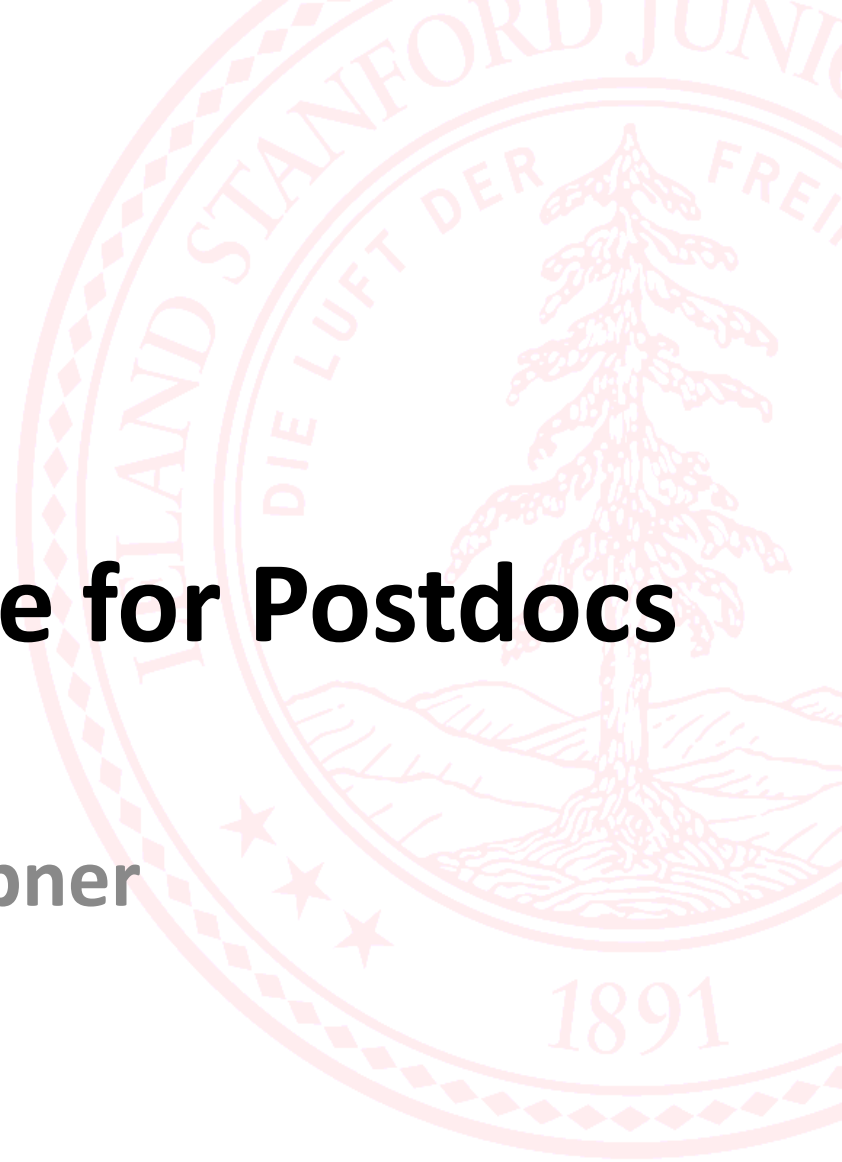
# Agenda

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a tree in the center, surrounded by the text 'ELAND STANFORD JUNIO' at the top, 'DIE LUFT BER FRE' on the sides, and '1891' at the bottom.

- ❖ **AB 1522 – Sick time for Postdocs (Sofie)**
- ❖ **Minimum Salary Increase for 10/01/15 (Sofie)**
- ❖ **IDP (Sofie)**
- ❖ **Grant Writing Academy (Sofie)**
- ❖ **GO Pass (Sofie)**
- ❖ **Student/Postdoc Transition from Cardinal Care (Johanna Infantine)**
- ❖ **Fellowships (Deb Porzio)**
- ❖ **Tuition Process Update (Shannon)**
- ❖ **Preferred Way of Writing Funding Descriptions (Shannon)**
- ❖ **Reporting Updates (Shannon)**
- ❖ **Clinical Postdocs Completing ACGME Programs (Shannon)**
- ❖ **Sixth Year PDF Request Forms (AI)**
- ❖ **Drop In Open Labs (AI)**
- ❖ **Program Updates (Annelies)**

# **AB 1522 – Sick Time for Postdocs**

**Sofie Kleppner**



# AB 1522 – Sick Time for Postdocs

- All postdocs will receive 24 hours sick leave upon appointment, and accrue one day per month sick leave per calendar year
  - Sick leave does not carry over
  - Salaried postdocs (who receive pay stubs) will see 24 hours sick leave on pay stub
  - Postdocs report use of those 24 hours with a prepopulated HelpSU to payroll
  - Stipended postdocs do not have a paystub and do not report those hours

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "STANFORD JUNIOR UNIVERSITY" at the top, "DIE LUFT DER FREI" on the right, and "1891" at the bottom. The seal is surrounded by a decorative border.

# **Minimum Salary Increase for 10/01/15**

**Sofie Kleppner**

# 10/01/15 Minimum Salary Increase

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- PDO = \$50K
  - PIs with demonstrated need should in general go to department chair who will go to dean who will go to Provost
  - Please encourage especially junior PIs to appeal for funds
  - Postdoc hardship fund will roll out in January

# Individual Development Plans

Sofie Kleppner



# Individual Development Plans

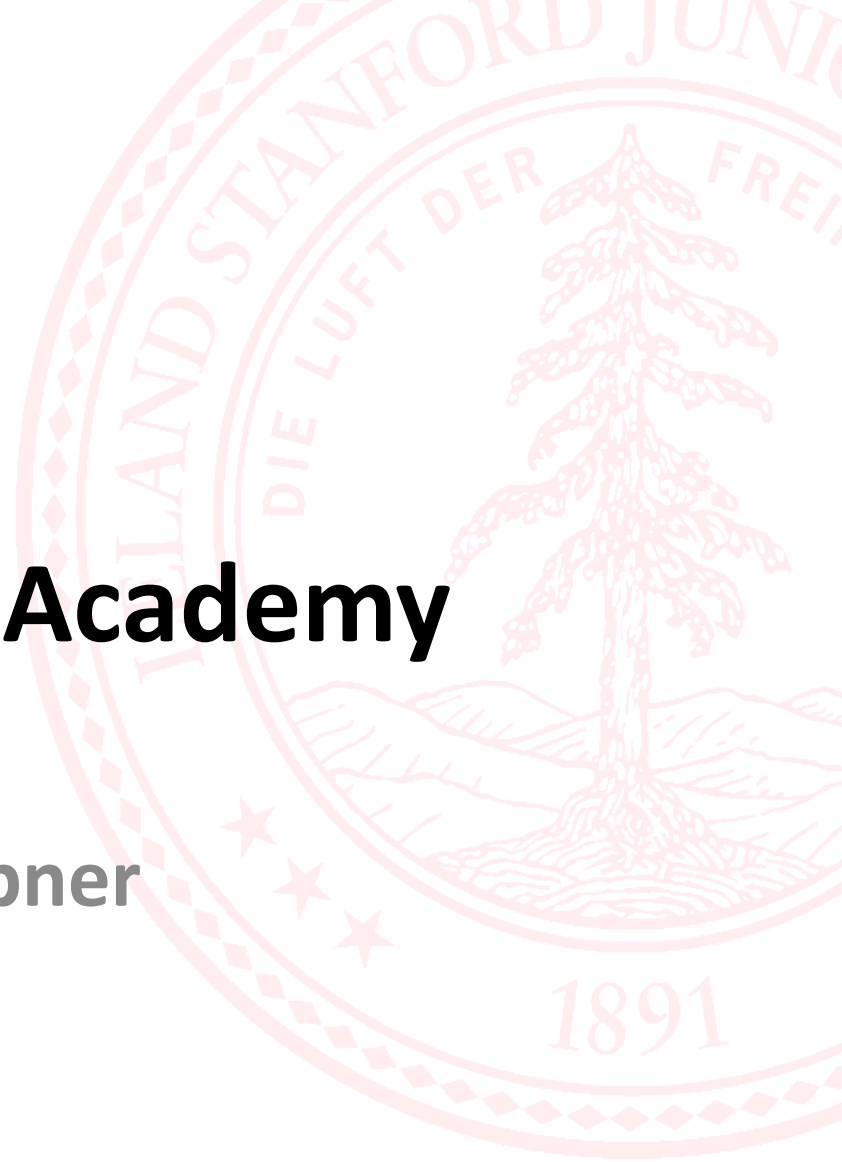
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- Required for ALL postdocs within 3 months of starting appointment and annually thereafter
  - Admin interface to confirm meeting will roll out soon
  - Notices of required IDP meetings will be sent to both Admins and Postdocs for follow up



# Grant Writing Academy

Sofie Kleppner



# Grant Writing Academy

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- New offerings next week, in August, and throughout fall
  - Check the Educational Programs link on [postdocs.stanford.edu](https://postdocs.stanford.edu) for more information

# GO Pass

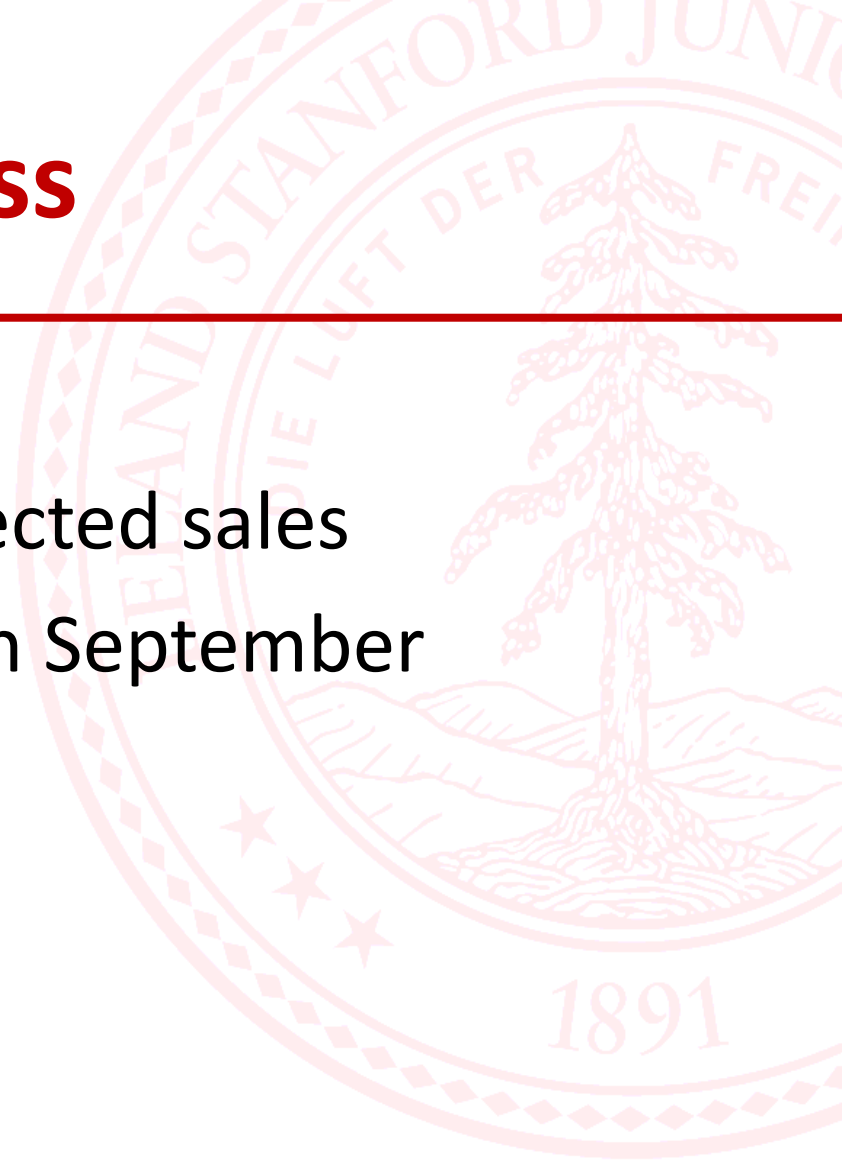
Sofie Kleppner



# GO Pass

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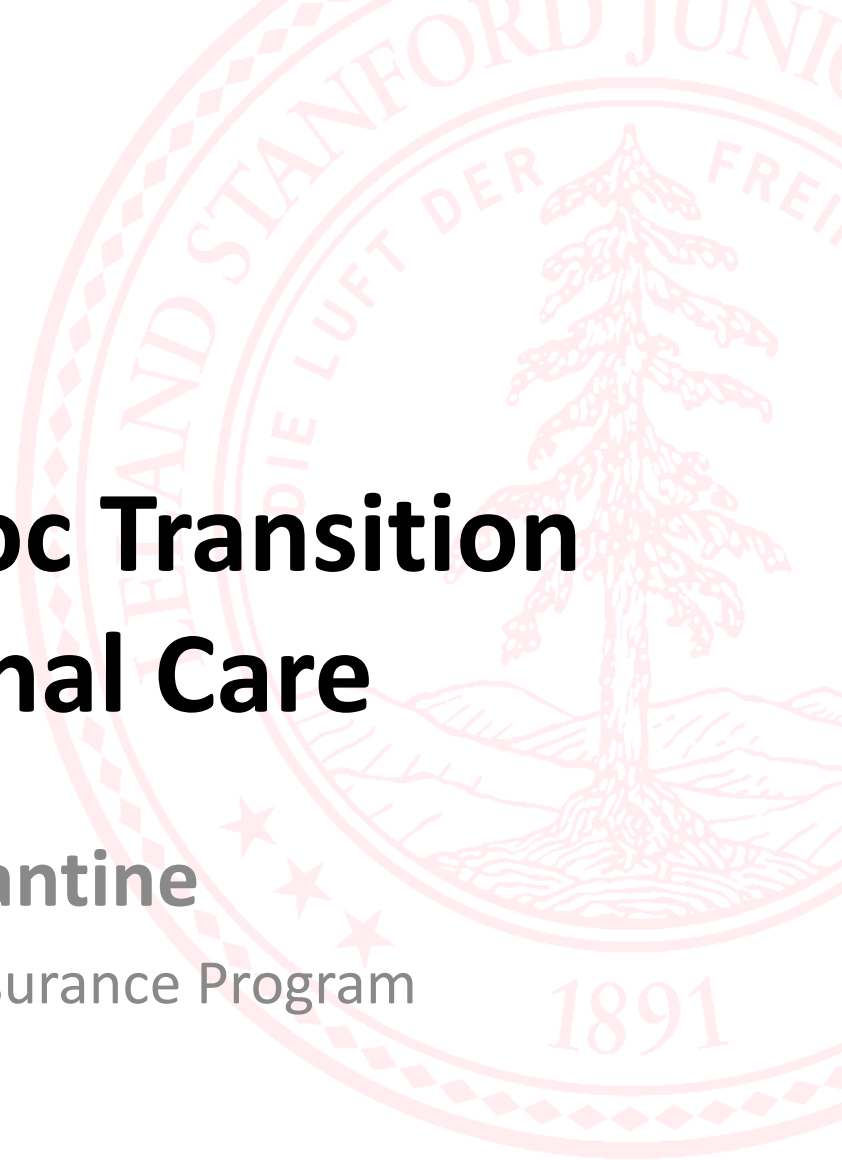
- Not quite at 100% of expected sales
- Discounted 2015 passes in September



# Student/Postdoc Transition from Cardinal Care

Johanna Infantine

Vaden Student Health Insurance Program



# Transition from Cardinal Care

## Cardinal Care Student Health Insurance and Services

- Effective September 1, 2015 Cardinal Care will include dental coverage through Delta Dental
- Enrollment in Cardinal Care is automatic
  - Deadline to waive or acknowledge enrollment is September 15
  - Decision made at start of academic year is binding for the year
- Cost for 2015 – 2016 Academic Year
  - \$4,680 per year
  - billed over three quarters at \$1,560 per quarter
- 2015-2016 Campus Health Service Fee - \$197 per quarter

<https://vaden.stanford.edu/>

# Transition from Cardinal Care

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## Cardinal Care Student Health Insurance and Services

- For students whose appointments terminate at the end of Autumn or Winter Quarter, they may submit a written petition for early cancellation of health insurance by the deadline of:
  - December 15<sup>th</sup> – Winter Quarter cancellation
  - April 15<sup>th</sup> – Spring Quarter cancellation
- Students should email us with their early cancellation request at [healthinsurance@stanford.edu](mailto:healthinsurance@stanford.edu) .
- Emailed petitions received after the deadlines will not be considered.

<https://vaden.stanford.edu/>

# Fellowships Update

Deb Porzio

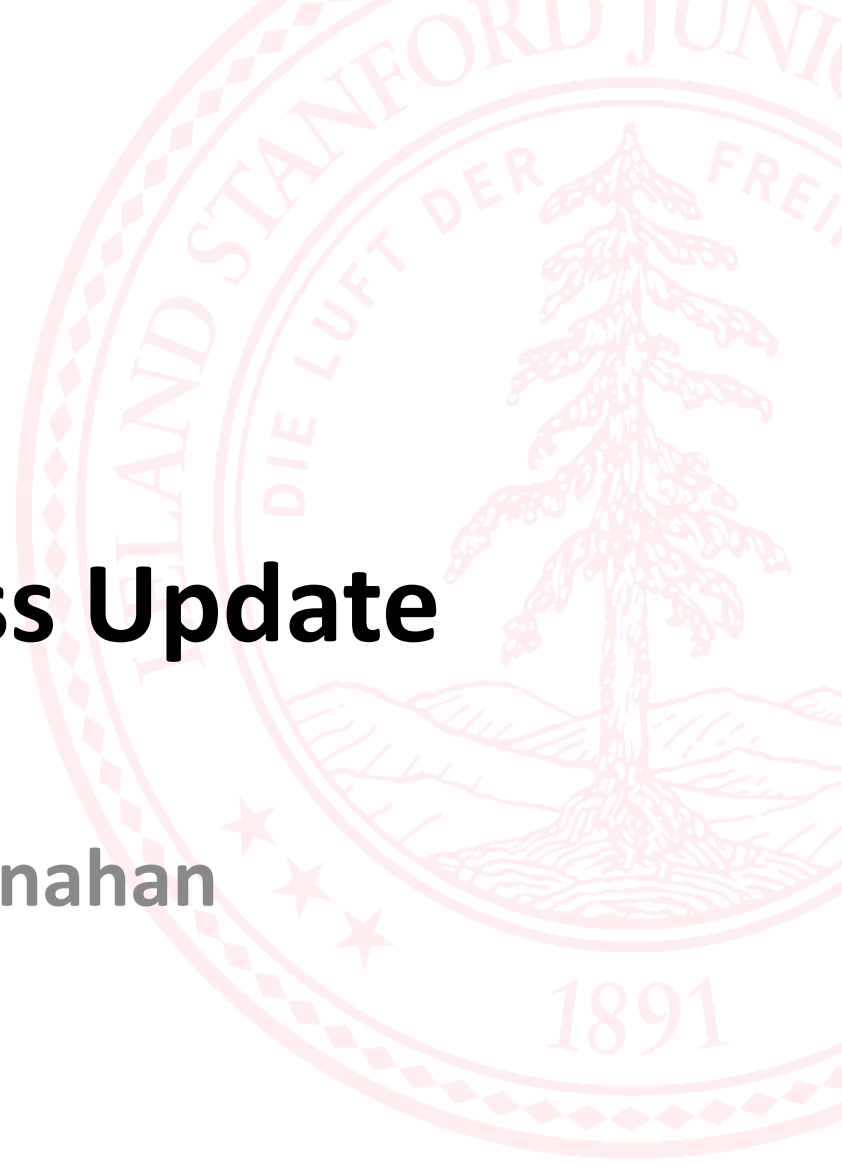
Research Management Group





# Tuition Process Update

Shannon Monahan



# Tuition - Good News Part #1

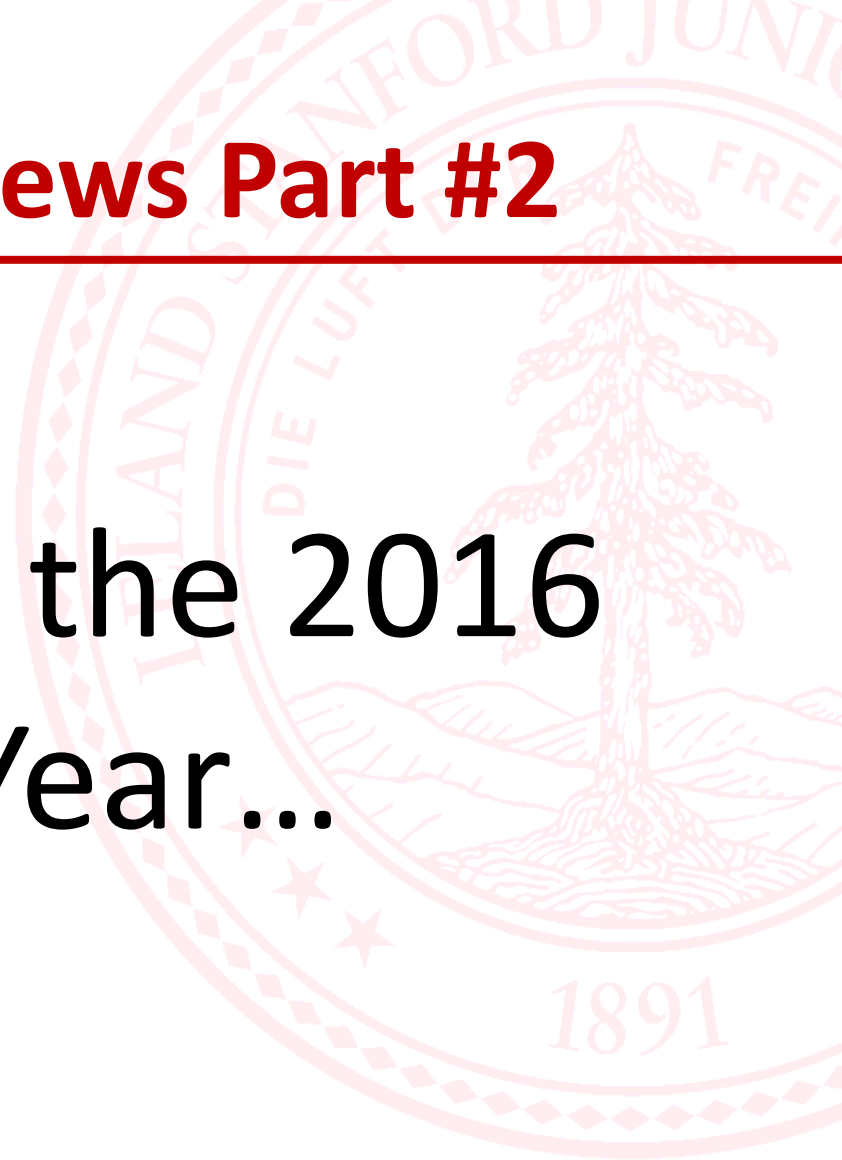
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- The Provost is now covering the \$125/quarter postdoc tuition fee for all University-side postdocs, regardless of funding
  - Now, stipend and outside-funded postdocs will be covered, too!
- The SOM Dean will continue to cover the \$125/quarter tuition fee for all SOM postdocs

# Tuition - Good News Part #2

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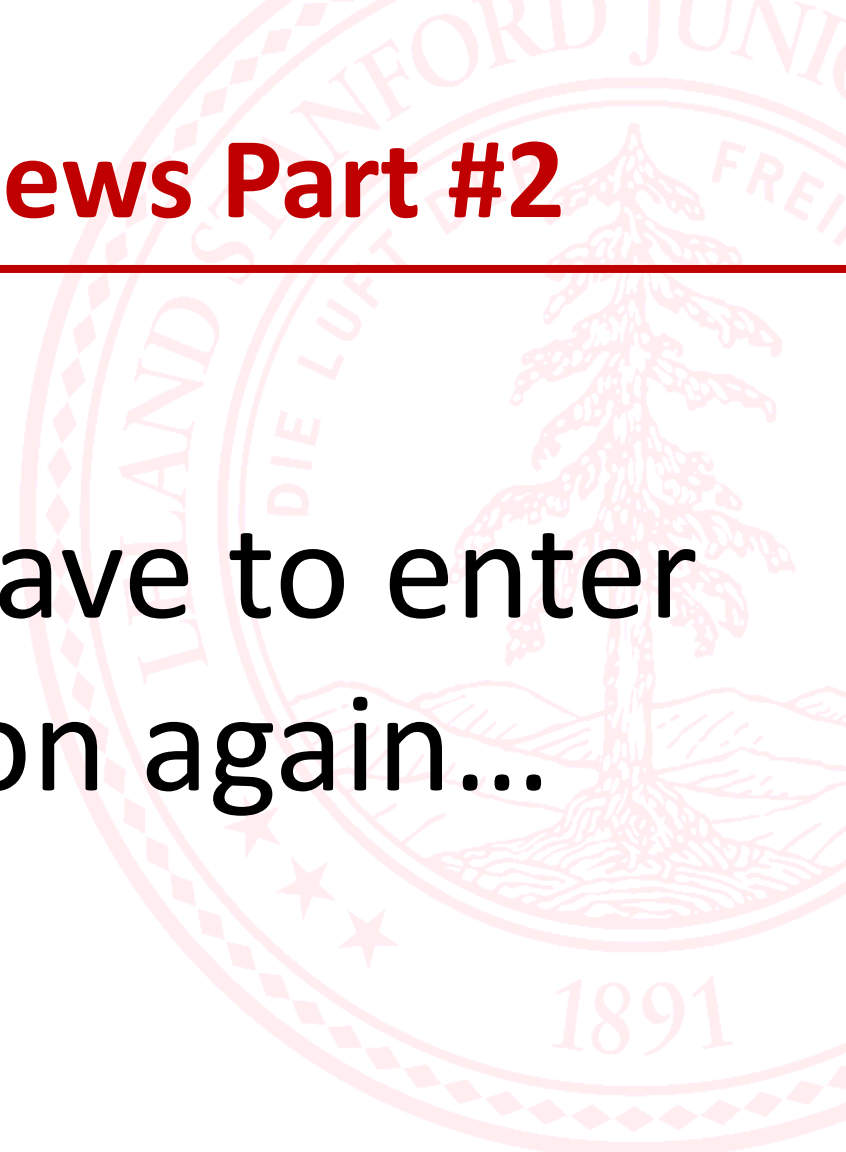
Starting with the 2016  
GFS Aid Year...



# Tuition - Good News Part #2

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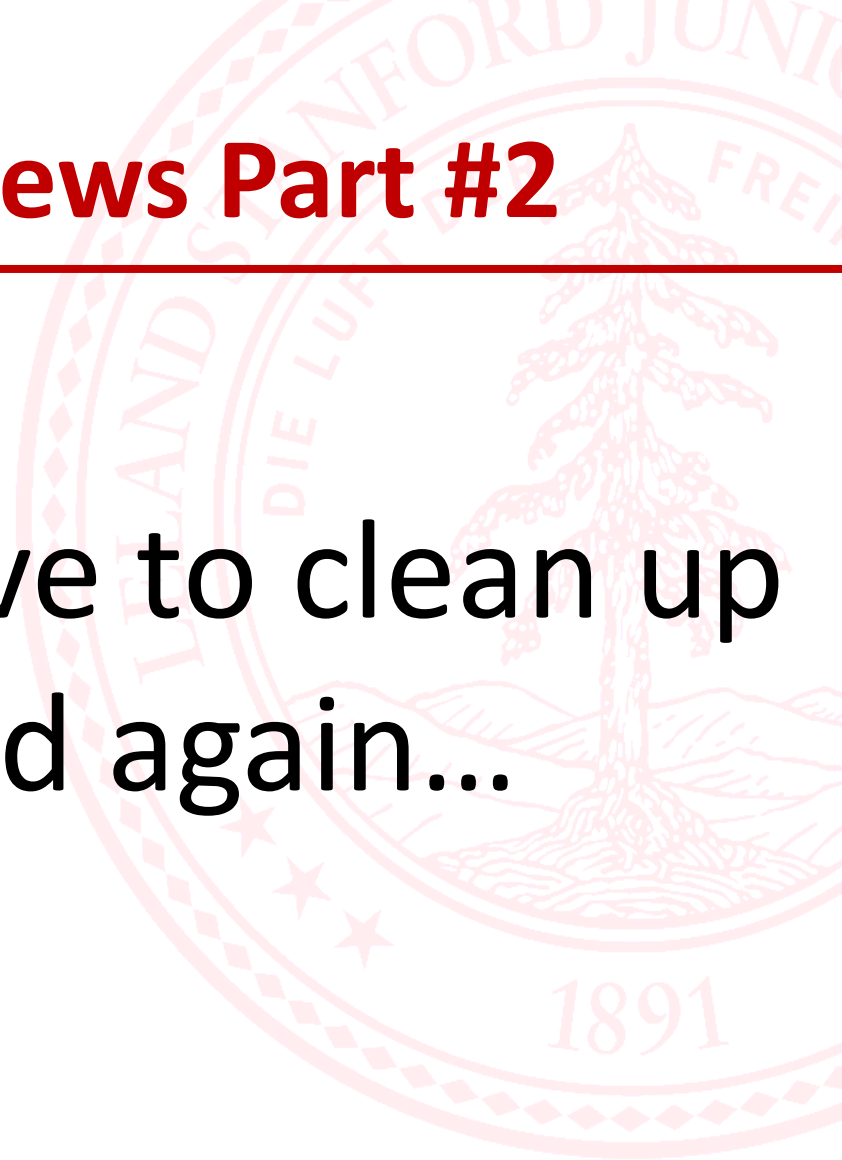
You will never have to enter  
postdoc tuition again...



# Tuition - Good News Part #2

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You will never have to clean up  
Unapplied Aid again...



## Tuition - Good News Part #2

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You will never have to console a postdoc for receiving a \$125 bill after they weep that they can't even afford to replace their hole-ridden socks ever again...

# Tuition - Good News Part #2

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...because postdoc tuition fee payments are being automated.

# Tuition - Good News Part #2

A large, faint watermark of the Stanford University seal is visible in the background. The seal features a redwood tree in the center, surrounded by the text 'STANFORD JUNIOR UNIVERSITY' at the top, 'DIE LUFTE FREI' on the right, and '1891' at the bottom. The seal is set against a circular border with a diamond pattern.

## GFS Logistics

- Postdocs with NO salary
  - Simply enter the stipend or Info-only payline; no other action needed



# Tuition - Good News Part #2

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## GFS Logistics

- Postdocs with salary:
  - Enter the salary payline and click on the CalcTAL button
  - The GFS system will only calculate and enter a blank/zero dollar TAL aid line in Pending/Pending status
  - Leave the TAL in Pending/Pending status
  - **NOTE:** You must still Complete route the salary payline for Approval

# Tuition - Good News Part #2

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## GFS Logistics

- Future Enhancement:
  - Request to remove CalcTAL for PD in GFS
  - Dependent upon approval by the PeopleSoft Steering Committee
  - Development is **tentatively** scheduled from October 2015 – Feb 2016

# Tuition - Good News Part #2

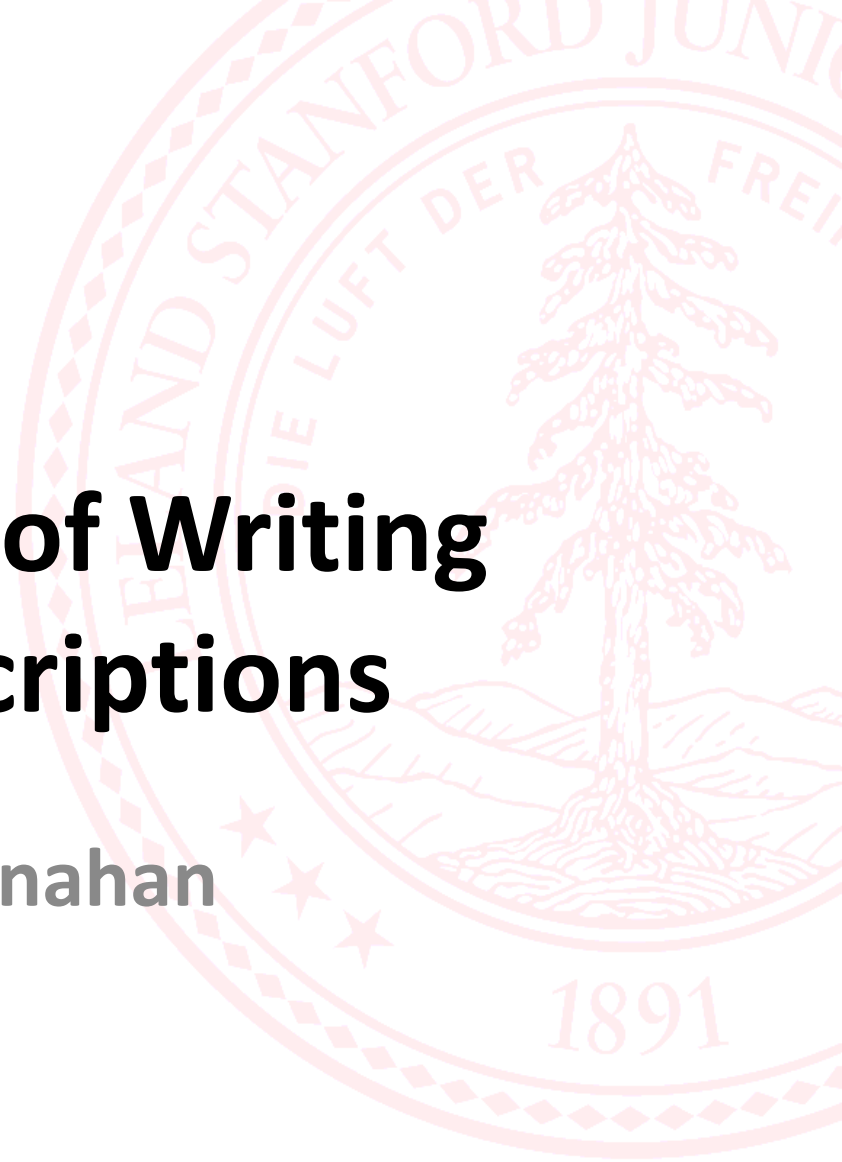
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## GFS Logistics

- Job Aids, Communications, and Website Updates are forthcoming
- Ticket submitted for creation of a postdoc-specific GFS Unapplied Aid report in BI

# Preferred Way of Writing Funding Descriptions

Shannon Monahan



# Webform Funding Descriptions



- New guidelines for writing Funding Descriptions in the Text Box on both Recommendation and Change Forms
- Provide the following information:
  - US or Foreign
  - Agency/Fellowship Name
  - Dates of Funding
- Examples:
  - Foreign; Swiss National Fndg Fllshp; 5/1/15 – 4/30/16
  - US; John Doe Gift Funds; 10/1/15 – 9/30/17

# Reporting Updates

Shannon Monahan



# Postdoc Reporting



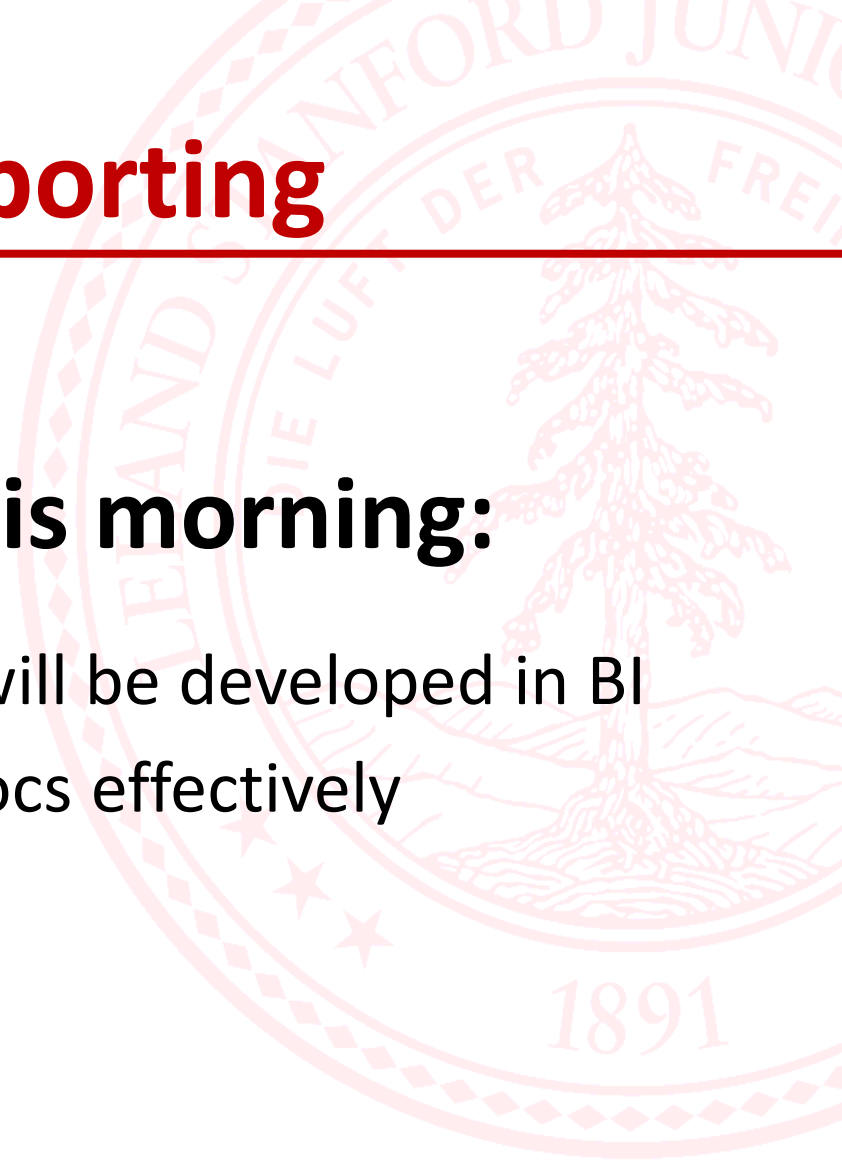
- Shannon has been meeting with Administrative Systems to build Postdoc reports in BI
- Major reporting milestone: logic written to compile all WebForm data into one report (one line per postdoc per appointment)
  - Captures: department/location, current appointment dates, current Faculty Advisor & Mentor, salary info entered by the admin on the latest Rec or Change Form

# Postdoc Reporting

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**Sri confirmed this morning:**

Smaller reports for admins will be developed in BI  
for managing postdocs effectively





# Postdoc Reporting



- Access to postdoc reports in BI will require:
  - At minimum, **SR View Basic Student Records** authority in Authority Manager; **SR Department Users** should also work
  - Your manager must submit a HelpSU ticket to your School grantor for access (different processes in every School)
- PeopleSoft Training Information
  - > Go to [peoplesoft.stanford.edu/](https://peoplesoft.stanford.edu/)
  - > Training Center (at top)
  - > PeopleSoft Concepts & Compliance (link)

# Clinical Fellows Completing ACGME Programs

Shannon Monahan



# Clinical Fellows

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text 'STANFORD JUNIOR UNIVERSITY' at the top, 'DIE LUFT DER FREI' on the right, and '1891' at the bottom. The seal is rendered in a light red color.

- If a Clinical Fellow has completed their ACGME program:
  1. The current clinical postdoc appointment must be terminated
  2. A new appointment would be submitted as either a:
    - Research Postdoc **OR**
    - Advanced Trainee

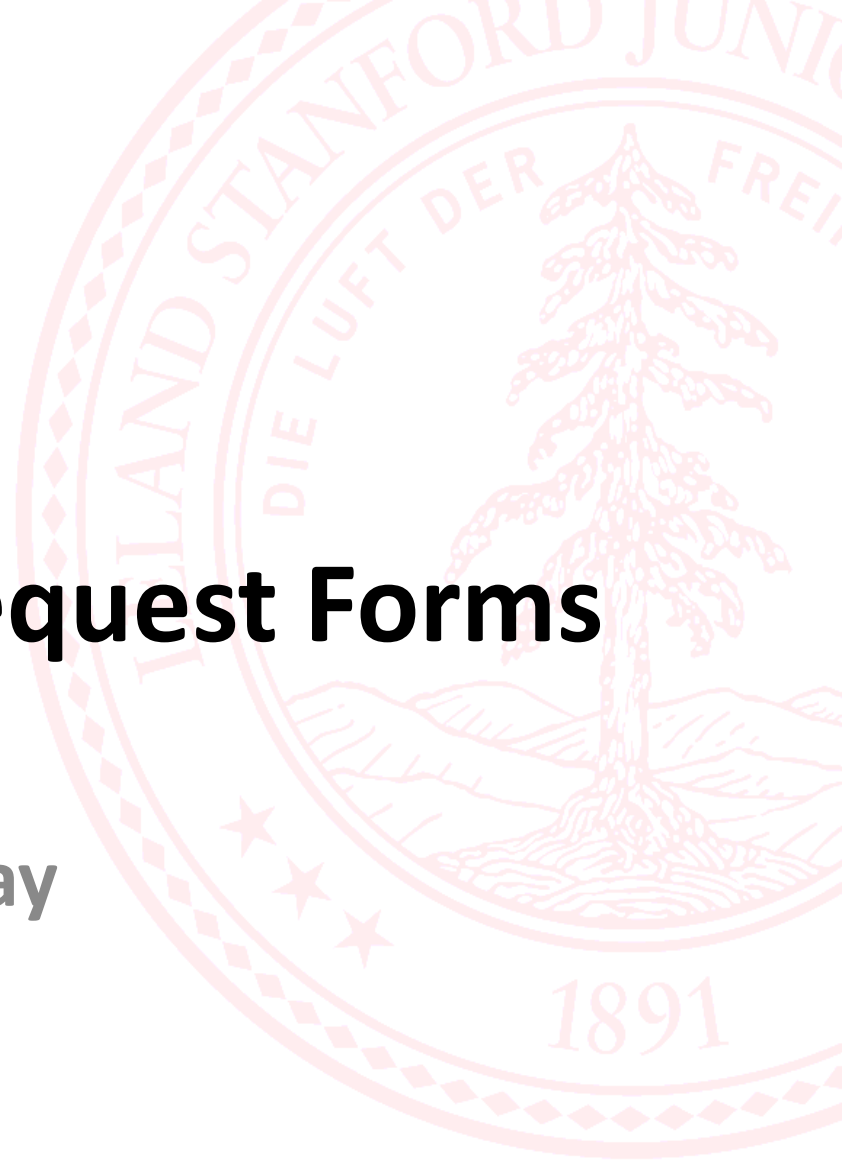
# Clinical Fellows

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- Research Postdoc
  - Postdoctoral Request Type: Research
  - *(no patient contact)*
- Advanced Trainee
  - Postdoctoral Request Type: Clinical
  - Full Patient Care responsibilities
  - NOT an accredited position

# Sixth Year PDF Request Forms

Al Murray



# Sixth Year Request PDF Forms



- **NEW! Coming soon to OPA's Job Aids Web Page!**
- Two Sixth Year Request PDF Forms
  - One PDF is completed by the PI (replaces PI statement)
    - Submitted with:
      - PI's Record of IDP Meetings with ALL Trainees
  - One is completed by the Postdoc
    - Submitted with:
      - Postdoc's Record of IDP Meeting with PI
      - Postdoc's Updated CV
      - Research Experience Calculator (completed by Admin)

# Drop-In Open Labs

Al Murray



# Drop-In Open Labs

- Open Labs for Help with Postdoc Web Forms (with OPA staff member):
  - First Friday of every month, 9:00 am – Noon
  - [Birch Modular, Lab B \(215 Panama St\)](#)
  - *Web Forms trainings are now scheduled on an as needed basis during Open Labs*
  - NOTE: NEW LOCATION for select Postdoc Open Labs
    - **Sep 4, 2015: 1265 Welch Road, MSOB, x140**
    - **Dec 4, 2015: 1265 Welch Road, MSOB, x140**
    - Postdoc Open Labs at MSOB are staffed only by OPA (no PeopleSoft/GFS)
    - MSOB does not have computers, so you may want to bring your laptop
    - *The PeopleSoft Open Lab remains at the Birch Modular for ALL dates*
- PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
  - Every Friday, 9:00 am – Noon
  - [Birch Modular, Lab B \(215 Panama St\)](#)



# Program Updates

Annelies Ransome



# Summer Program Updates

- ★ Today - Postdoc Wellness Fair and Mixer
  - 4:30 – 6:30 p.m., Dean's Lawn (next to Alway)
- July 27 – Wellness Speaker
  - Intro to Mindfulness Based Stress Reduction
    - Sara Meyer, M.A.
- Aug 4 – Emergency Preparedness for Home
- Aug 10-14 – iRite / iSpeak
- Aug 11 – New Postdoc Quarterly Orientation

# Open Forum

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## Questions?

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**[AskJane.stanford.edu](https://askjane.stanford.edu)**

**[HelpSU.stanford.edu](https://helpsu.stanford.edu)**

*(Category: "Student Services"; Request Type: "Postdoctoral Affairs")*