Postdoctoral Administrators
Quarterly Meeting

February 12\(^{th}\), 2015
10:00 a.m. – 11:30 a.m.
LKSC 130
Agenda

- Individual Development Plans
- Postdoc Web Forms Tips and Tricks
- ID Card Office
- Postdoc Financials
- Postdoc Disability
- Upcoming Postdoc Programs
- Open Labs and Trainings
- HelpSU Reminder
Individual Development Plans

Sofie Kleppner
Individual Development Plans

IDPs are coming!!!

• For Postdocs:
  – All postdocs must complete IDP within 3 months of appointment start date
  – Annual meeting thereafter

• For Faculty:
  – Faculty share responsibility
  – Training record available to faculty to include in progress reports and grant proposals
  – Boilerplate for proposals & progress reports on website
Postdoc Web Forms Tips & Tricks

Tammy Wilson
Postdoc Web Forms Tips & Tricks

• Postdoc Transfers
  – Previous research should include:
    • Research experience prior to their first appointment at Stanford
    • The entire duration of the first appointment
      – calculate the PYR to the end of the previous/current appointment, even if the termination date is in the future
  – If correcting PYR listed on the Rec Form associated with the previous appointment, this must be noted on the new department’s Rec Form
Postdoc Web Forms Tips & Tricks

• Data Security and Emailed Documents
  – When submitting documents to OPA by email
    • For data security purposes – send the fewest number of documents necessary to convey the information being reviewed
    • Allow OPA to request more information, if needed.
      – Example: Do not email copies of passports, visas, and other documents unless instructed to do so by OPA staff.
ID Card Office

Tammy Wilson
ID Card Office

• New location:
  – As of February 17th 2015, the ID Card Office is located on the second floor of Tresidder next to the Stanford Ticket Office.
Postdoc Financials

Denise Livengood
Postdoc Financials

• Shannon Monahan is passing the baton for Postdoc Financial Responsibilities to:
  – Denise Livengood, Postdoc Benefits Coordinator & Financial Manager of Postdoc Benefits
    • 650-721-2989
    • Email:
      – denise17@stanford.edu
      – postdocbenefits@stanford.edu
    • Offices:
      – MSOB, First Floor, with Office of Postdoctoral Affairs
      – University Human Resources at Porter Dr.
Postdoc Financials

• Email **denise17@stanford.edu** for support in:
  – ClearBenefits (PTA Management)
  – ClearBenefits Training
  – Departmental Charges Inquiries

• Email **postdocbenefits@stanford.edu** for support in
  – Benefits Related Questions
  – Health Insurance Waiver Questions
Postdoc Disability

Cecy Avila
Postdoc Disability

**NEW:**

- Postdoc Disability Website  
  [https://benefits.stanford.edu/postdocs-disability](https://benefits.stanford.edu/postdocs-disability)
  - General Disability Information
  - Forms, Resources, and FAQs
- Salary and Stipend Disability Brochure
  - When and how to report a disability claim
  - A summary of income resources
- Request for Disability Leave Form
  - To be completed by postdoc before leave starts and submitted to Department Pay Administrator.
Postdoc Disability

- Email 6-hrleaves@stanford.edu for support in
  - Disability Related Questions
  - Pregnancy Policies and Resources
Programs

Annelies Ransome
Upcoming Events


• Visa Workshop For Postdocs
  – Monday, February 23rd, 2015, 7-8:30 PM, location TBD

• Emergency Preparedness for Postdocs’ Homes
  – Thursday, February 26th, 2015, 12-1:00 PM, LKSC 101/102

• International Postdoc Tax Workshop
  – Friday, March 6th, 2015, 2-3:30 PM, location TBD
Drop-In Open Labs

Annelies Ransome
Drop-In Open Labs

• Open Labs for Help with PD 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*

• 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)
Open Forum

Questions?

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AskJane.stanford.edu

HelpSU.stanford.edu

(Category: “Student Services”; Request Type: “Postdoctoral Affairs”)