Postdoctoral Administrators
Quarterly Meeting

April 5, 2012
10:00 a.m. - 11:30 a.m.
LKSC 130
Agenda

- Upcoming Workshops and Courses
- Benefits Update
- Information and Operational Updates
- New Job Aids for PD Web Forms
- AskJane
- H-1B Overview
- Clinical Appointments and Deadlines
- New Drop-in Hours in April and May
- ClearBenefits
Spring Quarter Workshops and Courses for Postdocs

Beth Leman
**Upcoming Courses & Workshops**

**TODAY:**

**Quarterly Orientation** – 12-4pm. LKSC 130 (for postdocs who arrived in the past 6 months). OPEN TO STAFF

**Visa Alternatives Beyond Stanford: An Overview of Possibilities** 6-8pm.
Alway Building, M-106, Rolando Villalobos (Bechtel) and Adam Green (immigration attorney)

**Postdoc Academic Chats** – Fridays, 12-1:30pm. Rick Reis
- April 13th, “Teaching and Learning Styles – What it Means for You as a New Professor”
- May 11th: “Tips on How New Professors can Find (and Support) Top Graduate Students”
- June 29th: Hitting the Ground Running as a New Professor - What to do and NOT do

**Registration to Open Soon for:**

**Mentoring in Research Workshop** – Friday, April 27th and Friday, May 4th, 9am-12:30pm. Emily Lilo and Sofie Kleppner

**IRITE/ISPEAK For Postdocs** – June 18-22, 2012; 9am-2pm. Marianne Neuwirth

**Other Spring Courses FYI – Registration Closed:**

**NIH Fellowship (F) and Career (K) Award Grants: Writing Strategies for Success.** April 9 – 18.

**Advanced English Skills for Non-Native Speakers III: Oral Presentation.** April 10-May 29.

Check For Updates under Education at [http://postdocs.stanford.edu/education/](http://postdocs.stanford.edu/education/)
Family Healthcare Fund

Up to $120/month in subsidy support towards postdocs who insure children or families under the Stanford Postdoc Medical Plan.

Applications Being Accepted: May 2, 2012
Deadline: May 16, 2012
Notification: May 25, 2012

Awards may be retroactive to January 1, 2012
Benefits Update

Sandra DeGaine
Postdoc Benefits

• Blue Shield Prenatal Incentive Program
  – Provides up to $150 in gift card incentives for postdocs
  – Participant must be enrolled in EPO or PPO medical
  – Incentives at 27 weeks, 37 weeks and post-delivery
  – Pregnant spouses are also eligible to participate

• Maternity disability leave is a 6 week minimum period

• Dept is required to cover benefits during disability

• Postdoc maternity meetings will take place on campus twice per month. Dates to be posted on website as well as links to schedule meetings.

• Postdoc orientations will continue on campus in G19; Cecy is available for meetings before or after orientation
Information and Operational Updates Cost of Living and Other

Rania Sanford
OPA Website

• Postdoc Handbook
  – Cost of Living:
    http://postdocs.stanford.edu/handbook/costofliving.html

• Administrators Main Page and Professional Development/Training Information:
  http://postdocs.stanford.edu/admin/

• RPH 9.4 Overhaul – In progress
Leave of Absence (LOA)

• Form now on AXESS
• Postdoc Requests Form online
• Routing Goes through usual workflow
• Is Received and Reviewed by OPA

• Live Now!
LOA Form is under “Personal Information” Menu Bar
Postdoc Uses Drop Down Menu

Postdoctoral Forms

Choose request type and Continue.

- International Activity Reporting
- Leave Of Absence

Continue  Back
# Postdoc’s View of LOA Form

**POSTDOCTORAL SCHOLAR UNPAID LEAVE OF ABSENCE REQUEST**

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field  + Must match passport

### Bio Demo

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>0987654</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acad Org:</td>
<td>MICROIMMUN</td>
</tr>
<tr>
<td>Acad Plan:</td>
<td>Microbiology &amp; Immunology (PD)</td>
</tr>
<tr>
<td>Faculty Mentor:</td>
<td>Microbiology &amp; Immunol (PD)</td>
</tr>
<tr>
<td>Acad Sub-Plan:</td>
<td></td>
</tr>
</tbody>
</table>

| Appointment End Date: | 08/31/2013 |

### International Scholars

<table>
<thead>
<tr>
<th>Visa/Permit Type:</th>
<th>J1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa permit end date:</td>
<td>08/31/2013</td>
</tr>
</tbody>
</table>

**Will you remain in US during your leave period:** (Select one)

- [ ] Yes
- [ ] No
- [ ] Other

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Office of Postdoctoral Affairs  postdocs.stanford.edu
Information that must be completed in the LOA Form

All Scholars

- Leave request From: [enter name]
- Leave request To: [enter name]
- Reason for Leave: [enter reason]
- Explanation for leave: [enter explanation]

- Are you currently on the Postdoc Health Insurance plans at Stanford? [select option]
- If externally-funded, I have obtained approval from my funding agency for this leave: [enter approval information]
LOA Form Successfully Submitted

Your request for a Leave of Absence has been submitted and routed for approval. (25400,109)
What Happens Once LOA Form is Submitted?

IV. Leave of Absence. Is initiated by the postdoc through the self-service interface on AXESS.
PeopleSoft PD WebForms

- System-Generated Email Messages have been updated
- Name of the administrator submitting the form is now included in the message
- Departmental Admin now cc’ed on initial invite email to invited postdoc
- Faculty sponsor no longer cc’ed on instructions when invited postdoc submits information sheet through SecurePortal
- Formatting fixed: date and name formatting, word and line spacing, and punctuation bugs

- Going Forward: Offer Letter Enhancement OPA and RO
New Job Aids for PD Web Forms, AskJane, and H-1B Overview

Tammy Jo Wilson
Postdoc Web Form Job Aids

• Step-by-Step Cheat Sheets for
  – Creating a new form
  – Searching for an existing form
    • Postdoc Invite
    • Recommendation Form
    • Change Transactions
    • Termination Form

• Download your Cheat Sheet at:
  http://postdocs.stanford.edu/admin/how-to/job_aids.html
AskJane

• ~100 postdoc-related FAQs added
  – General Postdoc Information
  – Postdoc Benefits
  – Family Healthcare Fund (formerly Emergency Fund)
• New Intellireponse Database Software
  – Type in full question (Not keywords)
• Have a frequent question that AskJane doesn’t answer?
  – Email FAQ suggestions to tjwilson@stanford.edu

http://askjane.stanford.edu
H-1B Visa – Policy Updates

• H-1B Visa Policy Updates
  – OPA’s H-1B policies and H-1B visa request form now extend to E-3 visa requests (employment visa for Australian citizens)
  – Implications of Postdocs Obtaining J-1 Waivers (Home Country Return Rule)
    • Postdocs pursue waiver on their own; Stanford not involved
    • USCIS approval of waiver renders J-1 status non-renewable
Implications of J-1 Waivers continued

• J-1 status ends at current DS-2019 expiration date
• Non-renewable J-1 visa renders postdoc appointment non-renewable, unless:
  – PI is willing to sponsor an H-1B exception petition;
  – Review board approves the exception.
  • If J-1 status expires during pendency of H-1B application period the postdoc is ineligible to work
• Postdocs are strongly encouraged to discuss with PI, and seek guidance from I-Center, before seeking a J-1 waiver
H-1B Visa – Updates

- H-1B Implementation Guidelines Updates
  - Updated Instructions for H-1B Requests with the Postdoc Web Forms System
  - Updated Review Board Meeting Dates and Submission Deadlines

Available at:

Updated and *Fillable* H-1B Visa Form

**H-1B/E-3 Employment Visa Request Form for Postdoctoral Scholars**

- **Faculty Mentor Name:**
- **Postdoctoral Scholar Name:**
- **Postdoctoral Administrator Name:**
- **Department/Division:**
- **Student ID #:**
- **Email:**

**Type of Visa:**
- [ ] Incoming postdoc
- [ ] Current postdoc
- [ ] H-1B
- [ ] E-3
- [ ] Other (specify)

**Type of Request:**
- [ ] Initial
- [ ] Extension

**Current visa status end date:**

**Appointment & Funding Information:**

**H-1B/E-3 Visa Start Date:**

**H-1B/E-3 Visa End Date (must match appt. end date):**

**Source of Funding (name of agency(ies); discretionary faculty accounts):**

**Reason for Employment Visa Request:** Check all that apply. Evidence of all checked items must be included with this form (see checklist page 2).

- [ ] 1. The postdoctoral scholar is currently in valid employment visa status.
- [ ] 2. The postdoctoral scholar has pending United States permanent residence as evidence by the attached I-485 receipt.
- [ ] 3. The postdoctoral scholar is married to a US citizen or a US permanent resident.
Updated and Fillable H-1B Visa Form

6. The postdoctoral scholar is ineligible for a J-1 visa because (select one): □ J-1 visa exhausted □ 24 month bar

For Faculty Mentors: I understand the following rights and responsibilities associated with Stanford University sponsorship of an H-1B/E-3 visa for this postdoctoral scholar:

- I attest that this request/petition is made based on the needs of my research project and that I have undergone sufficient search for qualified candidates for this postdoctoral position as described in the attached summary.
- I am committed to appoint the scholar conterminously with the validity dates of the H-1B/E-3 dates requested.
- I will support the scholar as a full-time salaried appointee receiving wages on university payroll throughout the period of the H-1B/E-3 status.
- I understand that the scholar will not be eligible to apply nor receive fellowship support within Stanford or outside sources (no stipend dollars).
- In the case of an early termination of the scholar's appointment, I will be responsible for paying his/her airfare back home immediately upon ending the appointment.
- I understand that I may not ask the scholar to pay the fees associated with filing this petition with the Office of Postdoctoral Affairs or with USCIS if prohibited by law, university policy or if it results in a reduction of the scholar's funding to a level below Stanford's required minimum level of support.

* PTA for $900 Processing Fee required (if petition approved):

Signatures: Obtain the appropriate signatures below before submission to Office of Postdoctoral Affairs.

Faculty Mentor Signature

DFA/Dept Manager or Postdoctoral Administrator Signature

Print Name: __________________________ Date: __________________________

Print Name: __________________________ Date: __________________________
EMPLOYMENT VISA REQUEST FORM FOR POSTDOCTORAL SCHOLARS CHECKLIST

Request Checklist

Please refer to the following checklist of items to attach for the review of this request. Incomplete submissions will be returned to the department prior to evaluation by the Review Board.

☑ Completed and signed H-1B/E-3 Employment Visa Request and Petition Form For Postdoctoral Scholars.
☑ If New Appointment, upload this form and supporting documents with complete appointment Recommendation web form.
☑ If an appointment extension, submit a complete Change Request web form and email this form to tjwilson@stanford.edu
☑ If currently in valid employment visa status, submit a copy of the USCIS I-797 Approval Notice.
☑ If pending United States permanent residence, submit a copy of I-485 receipt.
☑ If married to a US citizen or US permanent resident, submit a copy of marriage certificate.
☑ If completed six months of optional practical training at Stanford or elsewhere, submit a copy of EAD card.
☑ If a J-1 waiver has been obtained, submit a copy of the USCIS approval notice.
☑ If J-1 status has been exhausted or the 24 month bar applies, submit a copy of the most recently issued DS-2019.
☑ If one or more of Reasons 5 - 8 on page 1 are checked, submit the following documentation:

1. Faculty mentor statement regarding:
   a. Proof of the unique contributions/skill sets possessed by the proposed trainee as demonstrated through a formal application and selection process for the postdoctoral position;
   b. Significant hardship on the progress of the research project in the case of the postdoctoral scholar's departure from Stanford, evidenced by a pending job offer that promises an H-1B status outside of Stanford, statement from the training program director.
2. Other documentation or circumstances in the case that would inform the review board of the merit of the case.
3. In the case of New Appointments, the supporting evidence should include documentation of the absence of other candidates suitable for the postdoctoral position, supported by a search process:
   a. A copy of the position announcement(s)
   b. Location(s) and duration(s) of position announcement posting(s)
   c. Number of applications received including an assessment of qualifications of applicants.
H-1B Visa Process – Quick Review

• Submit to OPA
  – Online Recommendation Form (new appt) or Change Request (extend appt)
  – H-1B Visa Request and Petition (paper form)

• Submit to BECHTEL
  – Online Employment Visa Web Form (routes to OPA for approval)
  – Dossier of supporting documents

OPA approves via Bechtel’s Online Employment Visa Web Form

OPA Visa Page is Updated http://postdocs.stanford.edu/admin/how-to/visas.html
Clinical Appointments and Deadlines
Drop-in Office Hours, Extra Open Labs and Additional Trainings

Al Murray
Clinical Trainee Appointment Deadlines

<table>
<thead>
<tr>
<th>Appointment Start Date</th>
<th>Submit Complete Appointment in Workflow to OPA</th>
<th>GME Deadline</th>
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<tbody>
<tr>
<td>July 1</td>
<td>No later than May 10</td>
<td>May 16</td>
</tr>
<tr>
<td>August 1</td>
<td>No later than June 10</td>
<td>June 20</td>
</tr>
</tbody>
</table>

The above deadlines apply to completed and correct submissions.

OPA will return transactions in Workflow or notify you if the submission is not complete or incorrect for you to resubmit.

NOTE: Submit complete work or contact Alistair Murray if unsure.

Returning transactions will require a re-acceptance of the offer letter online by the trainee, but not a resubmission of the Information Sheet.
Upcoming Training

• PD Web Forms (Register in STARS):
  – May 10\textsuperscript{th}, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  – July 12\textsuperscript{th}, 9:30 to 11:30 AM in 1215 Welch Rd. #62

• Policies and Procedures (Register in STARS):
  – May 17\textsuperscript{th}, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  – July 19\textsuperscript{th}, 9:30 to 11:30 AM in 1215 Welch Rd. #62

• Additional training provided at Open Labs*
  *only on days when OPA staff present
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, 427 Arguello Way
  – Additional Sessions, April 20 and April 27

• Open Labs for Help with GFS:
  – Every Friday, 9:00 am – noon, 427 Arguello Way
Our Peak Time in Coming Up

• In addition to HelpSU and Email, OPA will have Drop-In Office Hours starting April 23 to May 31 as follows:
  – Monday, Thursday: 9am – 11am
  – Wednesday: 2pm – 4pm

• Bring your questions or give your OPA Postdoctoral Services Manager a call during Office Hours instead of emailing or filing a help ticket (please do not do both 😊)
ClearBenefits

Shannon Monahan
ClearBenefits

• New “little” ClearBenefits Page for Admins
  http://postdocs.stanford.edu/admin/clearbenefits.html

• ClearBenefits Training for New Postdoc Admins
  OPA-1502-042012 in STARS
  Friday, April 20th, 2012
  2:00pm – 3:30pm
  1215 Welch Road, Mod A, Conf Room #62
Questions?

Happy Spring!