Postdoctoral Administrators
Quarterly Meeting

July 15th, 2014
10:00 a.m. – 11:30 a.m.
Clark Center S360
Agenda

- Announcements
- Benefits
- J-1 Visa Program Description
- Termination Codes Reminder
- Tuition Report
- Open Labs and Trainings
- Postdoc Paid Insurance Requests
- Upcoming Programs for Postdocs
- HelpSU Reminder
Announcements

Sofie Kleppner
Announcements

• Go Pass for Postdocs!

• Grant Writing Academy

• Importance of the Postdoc Exit Survey
Benefits and Disability

Cecy Avila
Postdoc Benefits-Changes to Staff

• Cecy Avila is new Disability Leave Coordinator.
  Reports to Disability Leave Services
  – Email 6-hrleaves@stanford.edu for all postdoc disability questions or call (650) 724-5645

• Denise Livengood is new Postdoc Benefits Coordinator
  – Email postdocbenefits@stanford.edu for all postdoc benefit questions or call (650) 724-9490
Postdoc Disability
Family Temporary Disability (FTD)

- FTD provides a six-week benefit for salary paid postdocs:
  - To take care of a seriously ill family member (child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, parent-in-law)
  - To bond with a new child or placement of a new child
Postdoc Disability: FTD Benefits

- FTD benefits are paid at the rate of 60% of base pay
  - Base pay is based on the amount prior to their disability leave
  - Base pay does not include bonuses or additional allowances (compensation only)
- Postdocs may supplement FTD benefit pay with vacation time
- FTD benefits begin on the 8th day for new dads (baby bonding) or to take care of seriously ill family member
  - Postdocs may use 5 days of vacation to cover 7-day waiting period
- FTD benefits begin on the 1st day for moms (baby bonding)
Postdoc Disability: FTD Continued

- Can be taken in smaller than 6-week increments
  - If postdoc has 1 year of service and worked 1,250 hours in the previous 12 months, postdoc can decide dates of baby bonding if in increments of 2 or more weeks

- Baby bonding must be taken within 12 months of birth of new baby or placement of adopted or foster child

- FTD claims are filed with Liberty Mutual
Postdoc Disability: FTD Continued

• FTD is not job protection. It is a component of Stanford's Voluntary Disability Insurance (VDI) plan

• If postdoc has less than 1 year service and has not worked 1250 hours in the previous 12 months, the postdoc will be referred to PI for approval of leave.
  – Postdoc is still eligible to receive FTD benefits
Postdoc Maternity: Pay Changes

• Pay Changes during pregnancy, please consult with Disability Leave Coordinator. It may affect disability benefits.

• Pay Changes from:
  – Stipend to Salary: Pre-existing Limitation may apply. Department/PI may need to pay 100% of pay per Maternity Policy vs. 40%
  – Salary to Stipend: Postdoc is no longer eligible for FTD benefits.
New! Disability and Benefits Pool

• **Effective April 2014:** If postdoc was paid as salary and was benefits pool eligible prior to their leave, the health premium “Institutional Cost/Allowance” column can continue to be charged to benefits pool during the following types of leaves:
  
  – Disability
  
  – Family Temporary Disability (baby bonding leave)
  
  – California Family Rights Act (must be here a year and worked 1250 hours)
  
  – Family Medical Leave Act (must be here a year and worked 1250 hours)
J-1 Visa Program Description
(re: Grant Writing Academy)

Tammy Wilson
J-1 Visa Program Description
(re: Grant Writing Academy)

• For ALL International Scholars holding a J-1 Visa with a DS-2019:
  – J Scholar web form entry field “Description of Program/field of research at Stanford”
    • Please include “teaching” in the program description
      – This will allow scholars to participate in teaching opportunities that may arise after their arrival at Stanford
Termination Codes Reminder

Tammy Wilson
Termination Codes Reminder

• **PEND – End of Appointment Term**
  – Use when appointment term is complete or substantially complete

• **PACC – Accepted Another Position**
  – Use when postdoc ends appointment early to take another position

• **PEAR – Early Termination**
  – Use ONLY when PI/Department ends appointment early due to lack of funding, change in program, or poor performance by postdoc

• **PDEP – Department Transfer**
  – MUST be used when postdoc accepts a new *postdoc appointment* at Stanford, in a different department
Tuition Report

Al Murray
Tuition Report

• Report received from Student Financial Services of outstanding fees

• Student Financial Services intends to send postdoc to collection agency if fees are not resolved by October 2014

• OPA will resolve if systems issue

• OPA will contact you for resolution by September 1 if this matter is a GFS-related entry issue
Tuition Report

• Instructions for running your own Postdoc Outstanding Tuition Report in BI:

http://postdocs.stanford.edu/admin/pdf-forms/JobAidOutstandingPostdocTuitionReportinBI.pdf

[under: http://postdocs.stanford.edu/admin/how-to/job_aids.html]
Drop-In Open Labs

Al Murray
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)**
Postdoc-Paid Insurance Requests

Shannon Monahan
Postdoc Paid Insurance Premiums

  [under: http://postdocs.stanford.edu/admin/how-to/job_aids.html]

• Example of approved request included in document
Postdoc Paid Insurance Premiums

- Highlights:
  - Initiated by the *department* (not postdoc)
  - Total funding (from all sources) must still cover minimum compensation AND benefits costs
  - Approved only back to the 1st day of the month in which the request is made (*don’t be late!*
Programs

Shannon Monahan
New Postdoc Orientation

• Upcoming Postdoc Quarterly Orientations* and Postdoc Mixers
  – Thursday, July 17, 2014
    • July Orientation – Cancelled
    • Wellness Fair and Mixer – 4:30-6:30 pm, Dean’s Lawn
  – Thursday, September 18, 2014
    • Orientation – 12:00-2:00 pm
    • Mixer – 4:30-6:30 pm

* Please save the dates for your new postdocs.
Upcoming Events

• National Postdoc Appreciation Week
  – September 15 – 19, 2014
  • Check the OPA website for scheduled events
Questions?

AskJane.stanford.edu

HelpSU.stanford.edu

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