Postdoctoral Administrators
Quarterly Meeting

November 14, 2013
9:30 a.m. – 11:00 a.m.
Clark S360
Agenda

- Benefits
- Student Financials Memo
- VSR to Postdoc Transition
- Winter Closure
Benefits

Sandra DeGaine
PD Benefits: 2014 Open Enrollment

- Ends at midnight on Tuesday, Nov 19th
- Plan options for medical include the Stanford Healthcare Alliance (SHCA) plan and the PPO plan.
- SHCA plan is a closed practice plan, no out of network benefits are available except urgent/ER.
- Postdocs outside the coverage area will be required to enroll in the PPO plan.
- 2014 medical rates are reduced by 10%
- New MedEx extended plan for foreign scholars
PD Benefits: Healthcare Reform

• ACA federal minimum standards – see list on PD benefits website
• Please advise ALL incoming postdocs of minimums if planning to waive PD benefits
• PD is welcome to email policy to postdocbenefits@stanford.edu for review
• J scholars must also meet the DOS minimum standards that have been in place
PD Benefits: 2014 Waivers

• Starting January 1 waivers should happen on a minimal basis – PI is required to cover cost of health insurance

• All PD’s with waivers have been contacted to provide updates. If policy does not meet minimums, PD will be auto enrolled on 1/1/14.

• Very few foreign insurers can provide a policy that meets the new ACA requirements
PD Benefits: Revised Banking Procedure

• Effective 1/1/14 PD premium charges will be auto debited from checking accounts
• PD required to enter bank info in ClearBenefits at the time of enrollment
• IMPORTANT: Terms must be submitted 2 days before month end so that PD is not charged for premiums after termination
PD Benefits: Reminders

• Transfers versus terms – please note on termination and recommendation forms
• Start date changes – please submit via online change request
• Benefits orientation session – required to attend within 31 days of appointment start date, enroll PD online.
• Auto enrollment into medical on 32\textsuperscript{nd} day if postdoc has not enrolled or waived
Student Financials Memo

Shannon Monahan
Student Financials Memo

- Implementing module to notify students of any balances that are (31, 61, 91 days) past due and over $100 on their university account

- Migrated into production on November 7th; first emails have already been sent

- Note that $125 outstanding tuition/reg fees for postdocs may be flagged and postdocs notified

- Make sure tuition is entered—see Outstanding Postdoc Tuition report (PS_SR123) in ReportMart1
VSR to Postdoc Transition

Tammy Wilson
VSR to Postdoc Transition

• Notifications for VSR to Postdoc transition
  – Grad Admissions – University Registrar: termination
  – Office of Postdoc Affairs: new appointment
  – Bechtel I-Center: extend DS-2019 for international scholars

• Cardinal Care
  – Coverage is ANNUAL (9/1 – 8/31) regardless of length of VSR appointment
  – Postdoc Benefits can be waived to avoid duplicate coverage/charges until Cardinal Care ends
VSR to Postdoc Transition

• Problems with Approving Postdoc Appointments when No Proof of Degree
  – Cannot be a Postdoc without a “doc”
  – Proof of degree available within 30 days
    • can’t be a VSR – wait!
  – Proof of degree available in 60-90 days
    • can be a VSR but consider VSR fees and Cardinal Care

• Best Practice?
  – Wait for proof of degree and appoint as Postdoc
Winter Closure

Al Murray
Winter Closure Deadlines
for transactions that must be processed before Winter Closure

- Initial Appointments (Recommendation Form) and DS-2019 with a January start date:
  - December 4th in order to meet Bechtel’s deadline of December 11th
- Appointment Extension (Change Form) and Extension of DS-2019:
  - December 9th in order to meet Bechtel’s deadline of December 16th
- Changes in start date* or early termination and the accompanying amendment of existing DS-2019:
  - December 9th in order to meet Bechtel’s deadline of December 16th
  - *If there is a change in start date, process a Change Transaction to indicate new start date after Recommendation Form has been approved and record loaded to PeopleSoft.
- Initial Appointments (Recommendation Form) or Extension of Appointment (Change Form) for holders of H-1B visas**:
  - November 19th in order to meet Bechtel’s deadline of November 26th
  - **This applies to petitions that do not require Review Board decision. Please contact Tammy Wilson, tjwilson@stanford.edu, if you have questions.
Winter Closure Deadlines p.2

• US citizens or permanent residents only:
  – All transactions submitted by **Wednesday, December 18th** will be approved and a PeopleSoft student record created/updated by the end of business on Friday, December 20th

• OPA reviews and approves appointment actions (new appointments, terminations and changes) within five business days from receipt, provided that the submissions are accurate and complete.

• International Scholars require additional processing steps of the related visa documents in two offices, so additional time has been added to the deadlines listed above to allow for the full review and approval process to take place.
Winter Closure Policy

• Postdoctoral scholars typically observe the official University designated holidays on the dates below or at a time agreeable with their faculty/PI's depending on the research group/lab schedule.
  – Postdoctoral scholars may not cover the designated holidays with their accrued days of paid sick or vacation leave.
  – With prior faculty/PI approval, Postdoctoral scholars may accomplish their assigned work remotely, without taking vacation days during those days.

• Designated holidays are:
  – Thanksgiving holidays:
    • Thursday, November 28, and Friday, November 29, 2013
  – Winter closure designated holidays:
    • Monday, December 23, 2013        Paid day off if lab is shutdown
    • Tuesday, December 24, 2013       University Holiday
    • Wednesday, December 25, 2013     University Holiday
    • Thursday, December 26, 2013      Paid day off if lab is shutdown
    • Friday, December 27, 2013        Paid day off if lab is shutdown
    • Monday, December 30, 2013        Vacation/PTO/Unpaid time off if lab is shutdown
    • Tuesday, December 31, 2013       Vacation/PTO/Unpaid time off if lab is shutdown
    • Wednesday, January 1, 2014       University Holiday
    • Thursday, January 2, 2014         Vacation/PTO/Unpaid time off if lab is shutdown
    • Friday, January 3, 2014           Vacation/PTO/Unpaid time off if lab is shutdown
Open Forum

Questions?

AskJane.stanford.edu

HelpSU.stanford.edu

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