I. To Appoint a New Postdoc:
1. Admin requests postdocs to go online for submission of information through the Postdoc Invite panel in PeopleSoft
   - Campus Community > STF Postdoc > STF Postdoc Invite
   - Enter the email address of the postdoc. This is important and is a unique value.
   - Enter the faculty sponsor and faculty mentor information. If they are not in the look up table, submit a HelpSU to the Office of the Registrar to add them to the Advisor Table before you can proceed.

2. The postdoc goes to Stanford’s secure portal to register. **S/he must use the same email address used in your Postdoc Invite and use the same email address throughout the process.** Then the postdoc must complete and submit the Postdoc Data Form (Information Sheet)

![Diagram showing the workflow process for appointing a new postdoc]

3. Recommendation Form:
4. Campus Community > STF Postdoc > Post Doc Transactions > STF Postdoc Recommendation

![Diagram showing the recommendation form process]

Indicates email notification

Indicates Transaction stopped
II. To Change Record for Existing Postdocs:
Campus Community > STF Postdoc > Post Doc Transactions > Change Requests
Use Change Form in order to submit:
- Delayed start date (or change in start date)
- Change in end date (extensions of appointments ONLY. For Terminations, use Termination Form)
- Changes in source type of funding (eg., stipend to salary)
- October 1 Adjustments
- Changes in Faculty sponsors/mentors

III. To End a Postdoctoral Appointment (Termination)
Campus Community > STF Postdoc > Post Doc Transactions > STF Postdoc Termination
IV. **Leave of Absence.** Is initiated by the postdoc through the self-service interface on AXESS.

![Diagram of Leave of Absence process]

- **Submit**
- **Decline/Cancel**
- **Return for changes**
- **Indicates email notification**
- **Indicates Transaction stopped**

**LoA web Form**

**Department Coordinator and Faculty Sponsor/Mentor FYI**

**Bechtel (if international scholar)**

**Accept**

**OPA for Review**

**Approved**

**Decline/Cancel**

**Dept Admin**

**Return for changes**