

OPA Postdoc Admin Quarterly Meeting

Monday, May 06, 2024

Question of the Day:

What's one thing you're excited to do now that the weather is getting warmer?



Operations

FY25 Salary and salary structure

We're going back to the future!

Year 0 increase is 3%

Additional 0.5% per year experience

Pro-rate based on months experience on 9/1

YEAR 0 (MO) \$	YEAR 1 (MO) \$	YEAR 2 (MO) \$	YEAR 3 (MO) \$	YEAR 4 (MO) \$	YEAR 5 (MO) \$
0Yr 0Mo (0) \$73,800	1Yr 0Mo (12) \$74,158	2Yr 0Mo (24) \$74,516	3Yr 0Mo (36) \$74,874	4Yr 0Mo (48) \$75,233	5Yr 0Mo (60) \$77,103
0Yr 1Mo (1) \$73,830	1Yr 1Mo (13) \$74,188	2Yr 1Mo (25) \$74,546	3Yr 1Mo (37) \$74,904	4Yr 1Mo (49) \$75,263	5Yr 1Mo (61) \$77,133
0Yr 2Mo (2) \$73,860	1Yr 2Mo (14) \$74,218	2Yr 2Mo (26) \$74,576	3Yr 2Mo (38) \$74,934	4Yr 2Mo (50) \$75,293	5Yr 2Mo (62) \$77,163
0Yr 3Mo (3) \$73,890	1Yr 3Mo (15) \$74,248	2Yr 3Mo (27) \$74,606	3Yr 3Mo (39) \$74,964	4Yr 3Mo (51) \$75,323	5Yr 3Mo (63) \$77,193
0Yr 4Mo (4) \$73,919	1Yr 4Mo (16) \$74,277	2Yr 4Mo (28) \$74,635	3Yr 4Mo (40) \$74,994	4Yr 4Mo (52) \$75,353	5Yr 4Mo (64) \$77,223
0Yr 5Mo (5) \$73,949	1Yr 5Mo (17) \$74,307	2Yr 5Mo (29) \$74,665	3Yr 5Mo (41) \$75,024	4Yr 5Mo (53) \$75,383	5Yr 5Mo (65) \$77,253
0Yr 6Mo (6) \$73,979	1Yr 6Mo (18) \$74,337	2Yr 6Mo (30) \$74,695	3Yr 6Mo (42) \$75,054	4Yr 6Mo (54) \$75,413	5Yr 6Mo (66) \$77,283
0Yr 7Mo (7) \$74,009	1Yr 7Mo (19) \$74,367	2Yr 7Mo (31) \$74,725	3Yr 7Mo (43) \$75,083	4Yr 7Mo (55) \$75,443	5Yr 7Mo (67) \$77,313
0Yr 8Mo (8) \$74,039	1Yr 8Mo (20) \$74,397	2Yr 8Mo (32) \$74,755	3Yr 8Mo (44) \$75,113	4Yr 8Mo (56) \$75,473	5Yr 8Mo (68) \$77,343
0Yr 9Mo (9) \$74,069	1Yr 9Mo (21) \$74,427	2Yr 9Mo (33) \$74,785	3Yr 9Mo (45) \$75,143	4Yr 9Mo (57) \$75,503	5Yr 9Mo (69) \$77,373
0Yr 10Mo (10) \$74,098	1Yr 10Mo (22) \$74,456	2Yr 10Mo (34) \$74,814	3Yr 10Mo (46) \$75,173	4Yr 10Mo (58) \$75,533	5Yr 10Mo (70) \$77,403
0Yr 11Mo (11) \$74,128	1Yr 11Mo (23) \$74,486	2Yr 11Mo (35) \$74,844	3Yr 11Mo (47) \$75,203	4Yr 11Mo (59) \$75,563	5Yr 11Mo (71) \$77,433
0Yr 12Mo (12) \$74,158	1Yr 12Mo (24) \$74,516	2Yr 12Mo (36) \$74,874	3Yr 12Mo (48) \$75,233	4Yr 12Mo (60) \$77,103	5Yr 12Mo (72) \$77,433

Sixth Year Policy Exception Requests Reminder

- Exception requests should be made during the fifth year.
- A staff position may be a good alternative for a 6th year.
- Requests for more than 72 months (6 years) are not approved with extremely rare exceptions: e.g. as a **short bridge** to accepted job.
- Postdocs applying for fellowships that REQUIRE a postdoc appointment beyond 6 years should seek alternate funding or consult with OPA BEFORE applying.
- Proactive communication with PIs and departmental administrators is encouraged.

Remote Policy

- Remote work is not permitted - postdoctoral scholars are expected to be in residence in the Bay Area.
 - J1 Visa Scholars to telework no more than 40% of their program (e.g. two out of five days per week.)
- This policy reflects the role of postdocs within the community and ensures equity amongst scholars, many of whom are unable to make such requests because of work or visa considerations.
- Remote work is permitted for field work that requires postdocs to work elsewhere

OPA Data Reminder Reports vs Action Alert Reports

OPA Data Reminder Reports (the reports you are already receiving, *minus* the underfunding report)

- Available daily but email reminders will be sent out the first Monday of each month.
- These reports are more for answering questions like '*who are my postdocs?*' and '*what is some key information on my postdocs?*'

Reports will include:

- Active postdoc roster with active training time information with other detailed information
- 5th and 6th year actives
- Upcoming and ended appointment end dates, up to 3 months in the future
- Upcoming and ended visa end dates, up to 6 months in the future
- New reports include***
 - Incoming postdocs (postdocs prior to becoming active)
 - Active and Upcoming PTA pay line summaries for your active postdocs
 - This reporting is considered more confidential so only administrators who have the proper GFS authority will have access to these

OPA Data Reminder Reports

Active PostDoc Roster

5th Year + Actives

Upcoming/Past Appointment E...

Upcoming/Past Visa End Dates

Incoming Pre-Active Postdocs D...

Postdoc Aid Line Reports, Aid Ye...

Incoming Pre-Active Postdoc Report

- Showing pre-active statuses of postdocs
- Different colors for next steps for either Administrator or OPA/other

Postdoc Aid Line Reports

- For admins with GFS Postdoc Authority only
- Active and upcoming PTAs (salary, stipend, other), including PTA #, expenditure type, funding sources, aid line start and end dates
- Different colors for soon-to-be-ending pay line dates

OPA Data Reminder Reports vs **Action Alert Reports**

OPA Action Alert Reports

- One page report
- They will be available daily but email reminders will be sent out on Friday each week
- Reports will be sent out if departments have alert data...if no data for your department then no report!
- These reports will include *information about your postdocs that necessitates immediate action*
 - Of course, if you're awaiting approval for any of these actions, *no further action is required*

Reports will include:

- a. Underfunded postdocs (as shown in GFS)
- b. 6th+ year actives (*some overlap with reminder reports*)
- c. Postdocs with ended appointment dates with no termination dates (*some overlap with reminder reports*)
- d. Postdocs with ended visa dates with no termination dates (*some overlap with reminder reports*)

OPA Action Alert Reports

- 1-page report
- You will only receive an email of these reports if you have either
 - Currently underfunded PDs
 - 6+ Yrs of Training
 - Lapsed Appt End Dates
 - Lapsed Visa End Dates
- If you are waiting approval for any of these items, no further action is required

OPA Data Action Alert Reports

Stanford | Office of Postdoctoral Affairs
All Postdocs. All the Time.

Data reports alerting administrators about postdoc data that needs immediate attention. Please note if you are waiting approval for any of these items, no further action is required. (SCROLL DOWN TO THE END OF PAGE TO SEE ALL DATA)..

The Following Postdocs are **Currently Underfunded** . Action is Needed, As of 2024-05-04

School	Dept	Visa Type	PD/MF	Appt Start Date	Postdoc ID	PD First Name	PD Last Name	Postdoc Email	Faculty Email	Recent Start: Within 10 Days	Has Non-PD Grad Funding	Reduced FTE	Annual Salary	Annual Stipend	Annual Outside Funding	Annual Total Funding

No Term Limit Exceptions Possible for the Following Postdoc(s) with **6+ Years of Training**, As of 2024-05-04

School	Dept Lab	Acad Sub Plan	Postdoc ID	PD First Name	PD Last Name	Est. Yrs Active as of Today	Visa Type	Prior Yrs Research	Appt Start Date	Appt End Date	Appt Term Date	Postdoc Email	Faculty	Faculty Email

Lapsed Appointment End Dates: Term Forms Must be Submitted Within 30 days, As of 2024-05-04

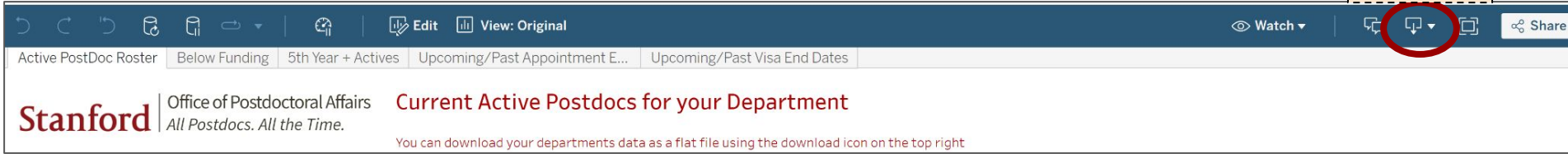
School	Dept ID	Appt End Dates Months Flag	Appt End Date	Dept	Visa Type	PD/MF	Postdoc ID	PD First Name	PD Last Name

Lapsed Visa End Dates: Date Corrections Should be Submitted Within 30 days, As of 2024-05-04

School	DEPTID	Visa End Date Flag	Postdoc ID	PD First Name	PD Last Name	Visa Type	PD/MF	Visa End Date

Extra reporting notes

Download
CSV or PDF



The screenshot shows a web browser interface. At the top right, there is a button labeled "Download CSV or PDF" with a dashed border. Below it, a navigation bar contains several tabs: "Active PostDoc Roster", "Below Funding", "5th Year + Actives", "Upcoming/Past Appointment E...", and "Upcoming/Past Visa End Dates". The "Active PostDoc Roster" tab is selected. The main content area displays the Stanford logo, the text "Office of Postdoctoral Affairs", and the heading "Current Active Postdocs for your Department". Below the heading, it says "All Postdocs. All the Time." and a note: "You can download your departments data as a flat file using the download icon on the top right". A red circle highlights the download icon in the top right corner of the page.

1. Downloading reports into CSV or PDF (look above)
2. Currently in the 'Active Postdoc Roster', I show an estimated months active as of 9/1/24
 - a. I also plan to show estimated minimum salary as of 9/1/24 reflecting minimum salary ranges effective 9/1/24 as well.
3. The visa end date reminders, showing expiring visa end dates within 6 months, will include *extra notes to remind you to take action for specific visa type*:
 - a. *H1B: 5 months or sooner*
 - b. *J1: 2 months or sooner*
 - c. *F1/OPT: 3 months or sooner*
 - d. *PR: 2 months or sooner*

Reminders...

Appointment Process for Postdoctoral Scholars:

- Department Manager/DFA reviews and approves the recommendation form, which generates an appointment letter to the postdoc candidate. The appointment letter can be used to get on the housing waitlist.
- OPA Appointment approval is not required for the postdoc to get on the housing waitlist.

Requesting Housing:

- **Timing:** Request housing upon receiving formal appointment letter.
- **Procedure:** Transitional housing (stanfordconferences@stanford.edu) and Oak Creek Apartments (oakcreekapartments@stanford.edu). Postdocs do not have priority for student housing.
- **Assistance:** Seek guidance from Kanza at the Office of Postdoctoral Affairs or Faculty Staff Housing (<https://fsh.stanford.edu/>)

Reminders...

Verification and Certificate Requests:

- Please reach out to LiAnne Dick at lianned@stanford.edu with any questions or requests

SNOW tickets best practices:

- Appointment approval usually takes 7-10 days,
 - a. Or longer during high volume workflow or when submitted months ahead of the start date.
- Appointment review is prioritized based on start date.
- Please only submit a SNOW ticket request regarding an appointment if you have not already emailed Al, Tammy or Kanza.

Postdoc Web Form Enhancements

- **In Production (Recommendation and Change Forms):**
 - Policy Exception Requests
 - NOT for use with 6th Year or H-1B
 - Open Text
 - View and upload documents in Rec and Change forms
- **In Development:** (Expected release date 05/23/24)
 - Sixth Year Policy Exceptions
 - Dept Transfer / Returning Postdocs
- Retired Smart Sheets:
 - Pending Workflow Dashboards (replaced by Postdoc Admin Worklist)
 - Research Experience Calculator (now in Data, Rec, Change forms)
 - Reduced FTE Policy Exceptions (now in Change forms)
 - Other Policy Exceptions (now in Rec and Change forms)

Programs & Events

OPA Program Updates & Event Highlights!

Postdoc Socials x2 month

- Coffee & Donuts + Mini Fair - May 14, 9am-11am, LKSC Herb Garden
- Postdoc Popsicles - May 29, 2pm-4pm, MSOB Courtyard

Other Programs

- Designing Your Postdoc (DYP)
- Teaching Workshop
- Advanced English Courses for Non-Native Speakers

We always invite you to review and/or share the link to our upcoming programs: <https://postdocs.stanford.edu/events/upcoming-events>



National Postdoc Appreciation Week (NPAW)

NPAW: September 16-20, 2024

NPAW BBQ Date:
Thursday, September 19, 2024

Your participation in NPAW is also greatly appreciated!

Host a coffee, lunch, or happy hour (online or in-person) for your postdocs! Invite faculty to engage in acts of appreciation!



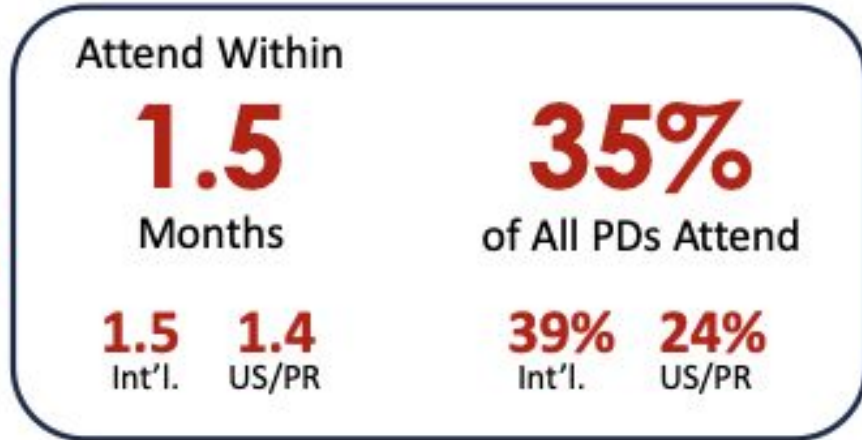
Designing Your Postdoc

Gateway program

Great reviews from attendees

Helps new postdocs plan their training and build community

Encourage
your new
postdocs to
attend DYP!



Upcoming DYPs:
Friday, May 10, 2024
Tuesday, June 11, 2024



Postdoc Fellowships at Stanford

Open Applications

- ****New**** Shoshana Levy Early Career Awards to Support Women in Science
- Katharine McCormick Award
- Propel Postdoctoral Scholars Program

Upcoming Funding Start Dates

- Most of the fellowships on OPA fellowships page will begin funding 9/1

OPA Fellowships Page: <https://postdocs.stanford.edu/fellowships>

Questions about fellowships? Email opafellowships@stanford.edu

Postdoc Mentoring Certificate

- OPA's newest certificate program offered in 2 tiers
- Cultivated a community with a shared interest in mentoring
- Thank you to Wendy Christensen, Cherelyn Clark, Monica Cryan, Amanda Rashid, and Anna Velarde Conol!



Postdoc Benefits Paid Leaves and Absences

Paid Leave Options

Disability Benefits: Available to All Postdocs

- Own health condition, pregnancy, and non-work related injury

Paid Family Leave Benefits: Up to 8 weeks (CA Salary Paid Only)

- Bonding with a newborn, foster child, or adopted child
- Caring for an immediate family member suffering from a serious health condition

Workers' Compensation Benefits: Available to All Postdocs

- Work-related injury or illness

Leave Notification: Email Postdoc Benefits at postdocbenefits@stanford.edu

- **Medical and Paid Family Leaves:** At least 30 day before the intended leave start date when feasible
- **Maternity:** 8 - 12 weeks before the intended leave start date
- **Workers' Compensation:** Immediately notify Risk Management and Postdoc Benefits (only if postdoc misses more than 3 work days)

Pay During Leave

Leave Benefits from Administrator:

- **Disability and Paid Family Leave Benefits:**
 - Typically up to 60% of Income Replacement
- **Workers' Compensation Benefits:**
 - Typically up to 66 $\frac{2}{3}$ % of Income Replacement

Supplemental Pay from PI or Primary Source of Funding

- Available sick and time off with pay hours
- Maternity Policy: 6 weeks

Postdoc Benefits manages GFS pay lines during a paid leave: Disability Leave, Paid Family Leave, and Workers' Compensation leave.

Paid Absences

Time Off with Pay

- Each Jan. 1st, established postdocs receive 15 Time off Days
- Newly appointed postdocs who start after Jan. 1st, pro-rated at 1.25 days per month
- Faculty approval and based on any relevant funding agency guidelines

Paid Sick Leave

- Upon appointment and each calendar year, 40 hours of paid sick time
- Each Jan. 1st, established postdocs receive additional 56 hours
- Newly appointed postdocs who start after Jan. 1st, pro-rated at 4.67 hours per month

Paid Absences

Key Points

- Appointing department is responsible for tracking time off with pay and sick days
- Time off with pay and sick days do not rollover from one year to the next.
- Unused time off with pay and sick days have no case value and is not paid out at end of appt.

DoResearch Guide Paid Absences:

https://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars#B._Paid_Absences

Thanks for attending today's meeting!

Let us know if you have any questions!