

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "STANFORD UNIVERSITY" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom. The seal is surrounded by a decorative border.

# Postdoctoral Administrators Quarterly Meeting

February 16, 2012  
10:00 a.m. - 11:30 a.m.  
LKSC 130

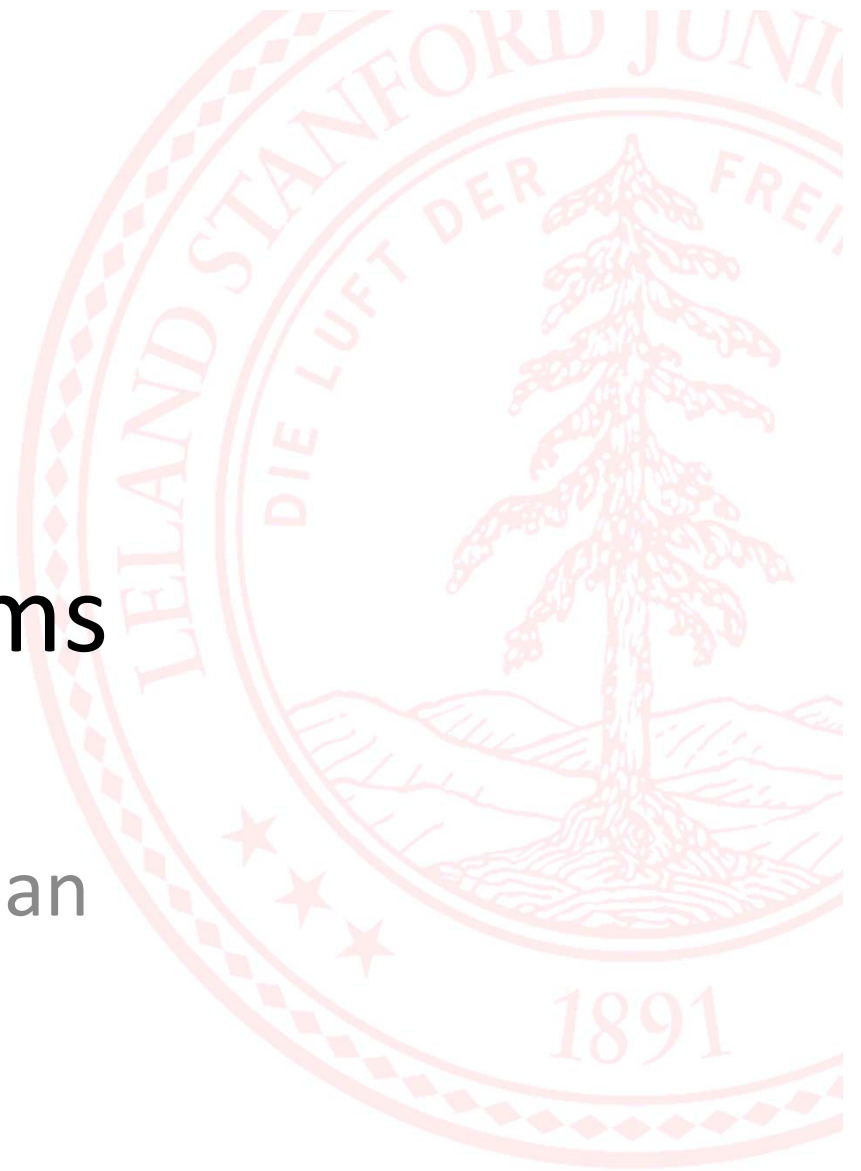
# Agenda

---

- **Program Updates**
- **Visiting Student Researcher (VSR) Procedure**
- **30-Day Termination Policy**
- **Appointment and Funding Reviews**
- **Highlights of New Terms of Appointments Policy**
- **Where to go for Concerns, Complaints and Other Similar Issues**
- **Benefits**
- **New Resources:**
  - NSF/NIH Survey in ReportMart
  - Postdoc Handbook and other OPA Website Updates
- **PeopleSoft Update**
  - New User Interface – AXESS
  - PD Web Forms Update
- **Meetings, Trainings and Open Labs in 2012**
- **Reminder to Complete Staff Annual Survey**

# Programs

Beth Leman



# Coming Up

- National Postdoc Association (NPA) Annual Meeting is in San Francisco – March 16-18
  - OPA is a major sponsor
  - You are encouraged to attend the meeting to learn about postdoc issues, programs and related support services ...
  - Be Inspired to Support Your Postdocs. Meet Colleagues Who Share Your Experiences Nationwide

[www.nationalpostdoc.org](http://www.nationalpostdoc.org)

*Registration Fee can be covered through your STAP Funds.*

*A small professional development grant for conference participation is possible through OPA if you have no available STAP funds; email Rania Sanford if you are interested.*

# Postdoc Courses & Workshops

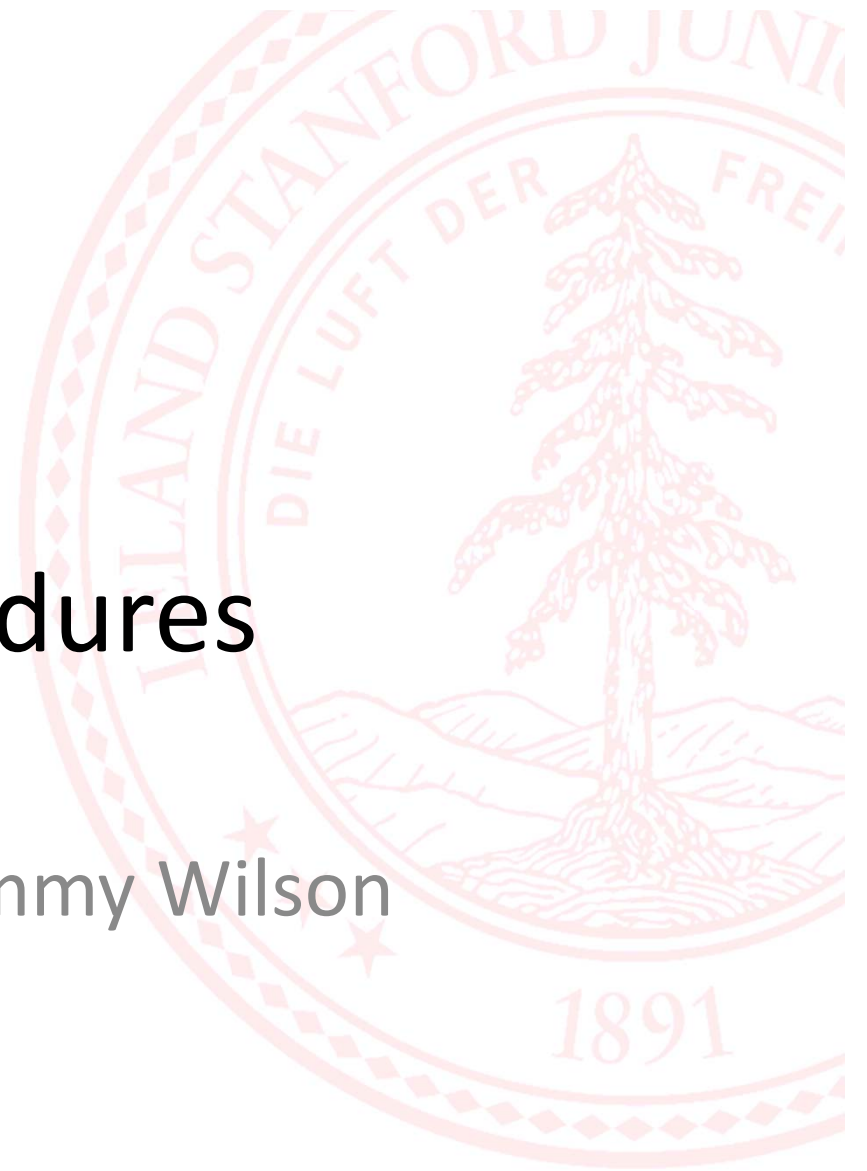
- **Tax Workshop for International Postdocs** – March 21. 6:30-8:30pm.

## Courses

- **iWrite/iSpeak** – March 26-29. 9am-2pm. Marianne Neuwirth.
- **Overview for Preparing NIH Fellowship Applications (F-Series) and Grant (K-Series)**-- April 9, 11, 13, 16 and 18 (3-5pm). Christopher Dant.
- **Advanced Skills for Non-Native Speakers: Presenting in English** (Spring Quarter). Connie Rylance and Andrea Kevech.

# VSR Procedures

Al Murray and Tammy Wilson



# VSR Procedures

1. Has condition for Postdoc Appointment been met?
  - Proof of degree policy: letter from institution stating postdoc has completed ALL doctoral degree requirements and giving date degree is to be conferred. If yes, initiate PD appointment. If no:
2. Submit VSR paperwork to Registrar's Office stating requested period of VSR appointment
3. Note: All VSR appointments start on 1<sup>st</sup> of the month
4. No longer term-based – billed monthly
5. End VSR appointment on last day of month to avoid charge for the following month (e.g. end date of 3/1 will incur charge for March)

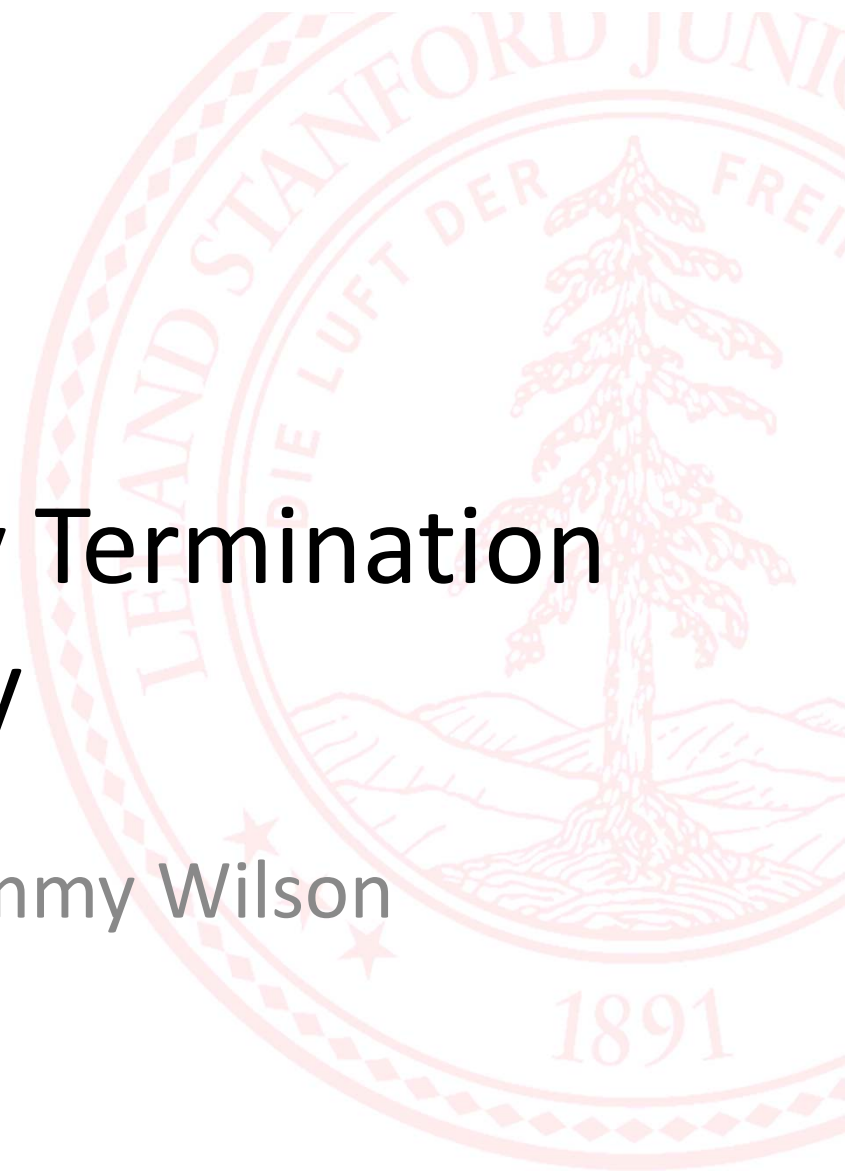
## VSR Procedures, cont.

6. Submit DS-2019 request to Bechtel for period of entire stay at Stanford (VSR and Postdoc)
7. Initiate Postdoc Invite
8. Do NOT Submit Recommendation in Workflow until conferral letter received and postdoc appointment start date is known
9. If start date of postdoc appointment falls in same term as end date of VSR appointment, use GRPD as TAL category in GFS Aid-Year Activation for that term (PD in subsequent terms)



# Reminder: 30-day Termination Policy

Al Murray and Tammy Wilson



# Reminder: 30-day Termination Policy

1. As stated on Termination Form in Workflow:
  - This form should be completed and sent to OPA 30 days prior to termination. Any insurance charges incurred for an untimely termination are the responsibility of the department in which the Postdoctoral Fellow is terminating.
2. Submit within 30 days prior to last day of work or earlier. The earlier, the better!!!
3. You must amend the J1 end date if necessary.
4. If a late termination is submitted, benefits charges may not be reversible.

# Appointment and Funding Reviews

Al Murray and Tammy Wilson



# Appointment and Funding Reviews

- **Purpose:**
  - Stanford should have current appointment records for all postdoctoral scholars and ensure that minimum funding requirements are met, in order to meet its stated policies and obligations internally and be in line labor and immigration regulations.

# Appointment and Funding Reviews

- OPA will conduct quarterly reviews to better help you follow University policy.
- Your Postdoctoral Services Manager will send you detailed instructions and spreadsheets of those records that need action.
- Please complete and route the required Change Request or Termination as soon as possible.
- Please submit questions via HelpSU and you will receive a timely response.

# Highlights of New Terms of Appointments Policy

Rania Sanford

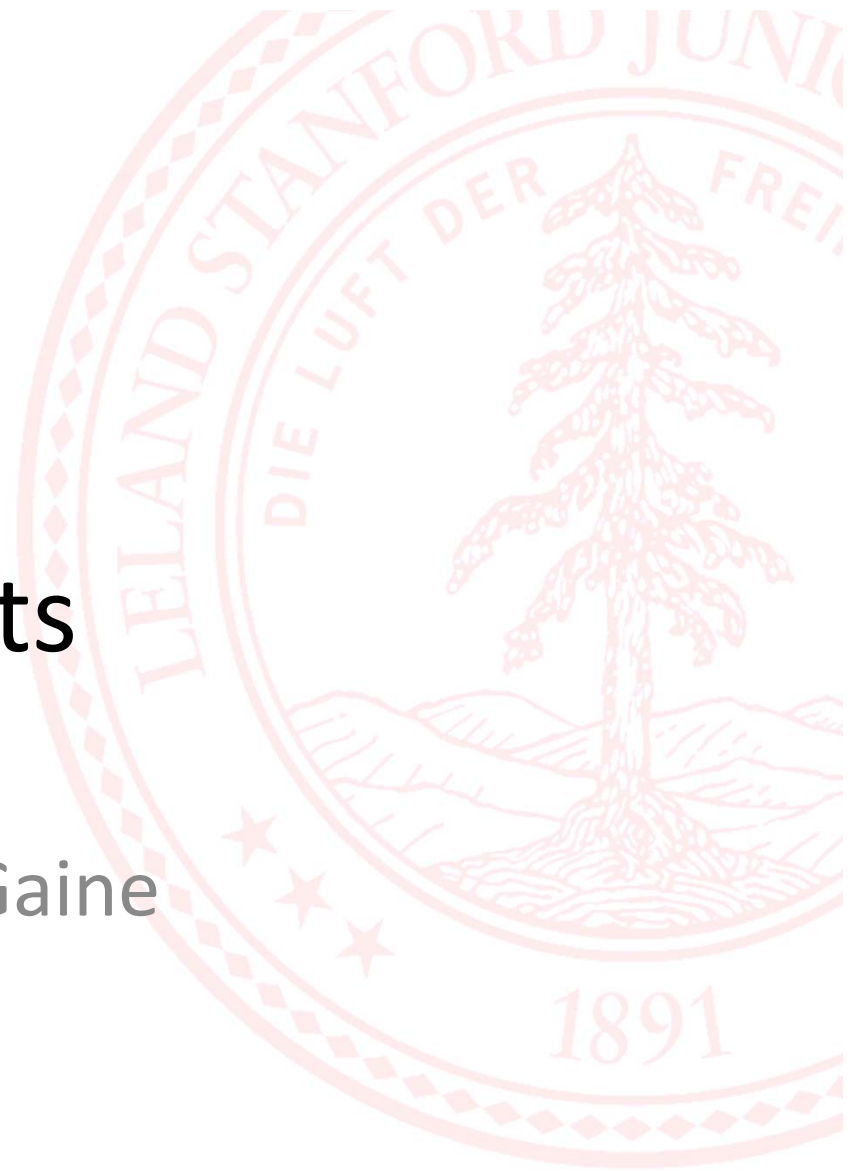


# Postdoc Well-Being

- Resources for Concerns, Complaints and Issues—
  - You!
  - OPA Assistant Dean
  - Help Center
  - Mental health benefit through benefits
- In Case of a Crisis – Immediate Help?
- Be Safe Than Sorry. If you suspect a distressed postdoc. Reach out to him/her.
- Call Rania to talk about it... even if you do not have a specific incident.

# Benefits

Sandra DeGaine





# Postdoc Benefits

- New medical insurer: Blue Shield EPO and PPO
- Dependent Audit and Waiver Audit
- Adverse action emails: Administrators will be copied, please forward to the postdoc
- Past due balances: training certificates will be withheld by the OPA if the postdoc has an outstanding balance with the University
- UHR move to Porter Drive: Orientations will continue on campus; Cecy office hours in G19
- Postdoc pregnancy meetings feedback

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "LAND STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom.

# New Resources

NSF-NIH Survey – Shannon Monahan  
Postdoc Handbook and other OPA  
Website Updates – Annelies Ransome

# NSF-NIH 2011 Reports

- Intended to help administrators with yearly Survey of Graduate Student and Postdoctorates in Science and Engineering reporting
- ReportMart1 > Graduate Financial Support > GFS NSF-NIH Reports > GFS NSF-NIH 2011 Reports > NSF-NIH 2011 Data for Postdocs (PS\_GFS100c)
- Includes data for Autumn 2011 quarter only
- Reports include:
  - Aid Results: all data, tabular format
  - Fulltime Students Financial Summary: type of financial support
  - Race/Ethnicity Summary: gender, race & ethnicity
  - NSF/NIH Detail by Student: a cleaner pivot version of Aid Results

# postdocs.stanford.edu

OPA has been working diligently to update its website. New and updated sections include:

- Quick Links on home page
- Postdoc Handbook – updated and new content regarding postdocs who wish to consult/teach, for example
- Administrator new pages– Updated content under How To; Professional Development for Staff
- New Page: Diversity in Postdoctoral Training

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "STANFORD UNIVERSITY" at the top, "DIE LUFT DER FREI" on the right, and "1891" at the bottom. The seal is surrounded by a decorative border.

# PeopleSoft Project (PD Web Forms) Update

Annelies Ransome

# New User Interface for AXESS

- Scheduled to be launched to the entire campus on Tuesday, Feb. 21.
- Key points:
  - What is now called the “PeopleSoft” tab will be renamed “RESOURCES”
  - New “PeopleSoft” link below main tabs
  - Waterfall style folders instead of static menus
  - Link to “Postdoctoral Administrative Forms” from home page in AXESS (for those with authority to use those forms)
  - Breadcrumbs for most actions, but not PD Web Form pages at this time

# PD Web Forms Update

- Language in messages sent by the system has undergone a first round of edits. Administrative Systems is completing the process of updating the formatting of these messages in the next several weeks.
- Reminder: PD Web Forms website is [http://postdocs.stanford.edu/admin/PeopleSupport Project.html](http://postdocs.stanford.edu/admin/PeopleSupportProject.html)

# Meetings, Trainings and Open Labs in 2012

Annelies Ransome





# General Information on Training

Descriptions of the professional development opportunities for postdoctoral administrators are now available online in one convenient location with links to the relevant courses in STARS:

<http://postdocs.stanford.edu/admin/profdev.html>

# Please save the following dates:


- **Quarterly Meetings for 2012:**
  - April 5, 2012, 10-11:30 AM in LKSC 130
  - July 26, 2012, 10-11:30 AM (room TBD)
  - October 25, 2012, 10-11:30 AM (room TBD)
- **Clinical Appointments and Joint Clinical & C/E Appointments (for Med School only):**
  - March 7, 10:30-11:30 AM in LKSC 130

# Upcoming Trainings

- **ClearBenefits Training (Register in STARS):**
  - Friday, Feb. 17<sup>th</sup>, 1:30-2:30 PM in 1215 Welch Road #62
  - Future dates will be added to STARS
- **PD Web Forms Training (Register in STARS):**
  - March 8<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - May 10<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - July 12<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - Sept. 13<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - Nov. 8<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
- **Policies and Procedures (Register in STARS):**
  - March 15<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - May 17<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - July 19<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62
  - Oct. 11<sup>th</sup>, 9:30 to 11:30 AM in 1215 Welch Rd. #62

# 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
- Open Labs for Help with GFS:
  - Every Friday, 9:00 am – noon, 427 Arguello Way

The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "LELAND STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom.

# **Friendly Reminder – Please Complete Postdoc Administrator Survey 😊**

Sent via email to  
SUPDSSWORKGROUP list  
from Rania Sanford on February 9

# Open Forum

---

## Questions?

---

**[AskJane.stanford.edu](https://askjane.stanford.edu)**

**[HelpSU.stanford.edu](https://helpsu.stanford.edu)**

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