

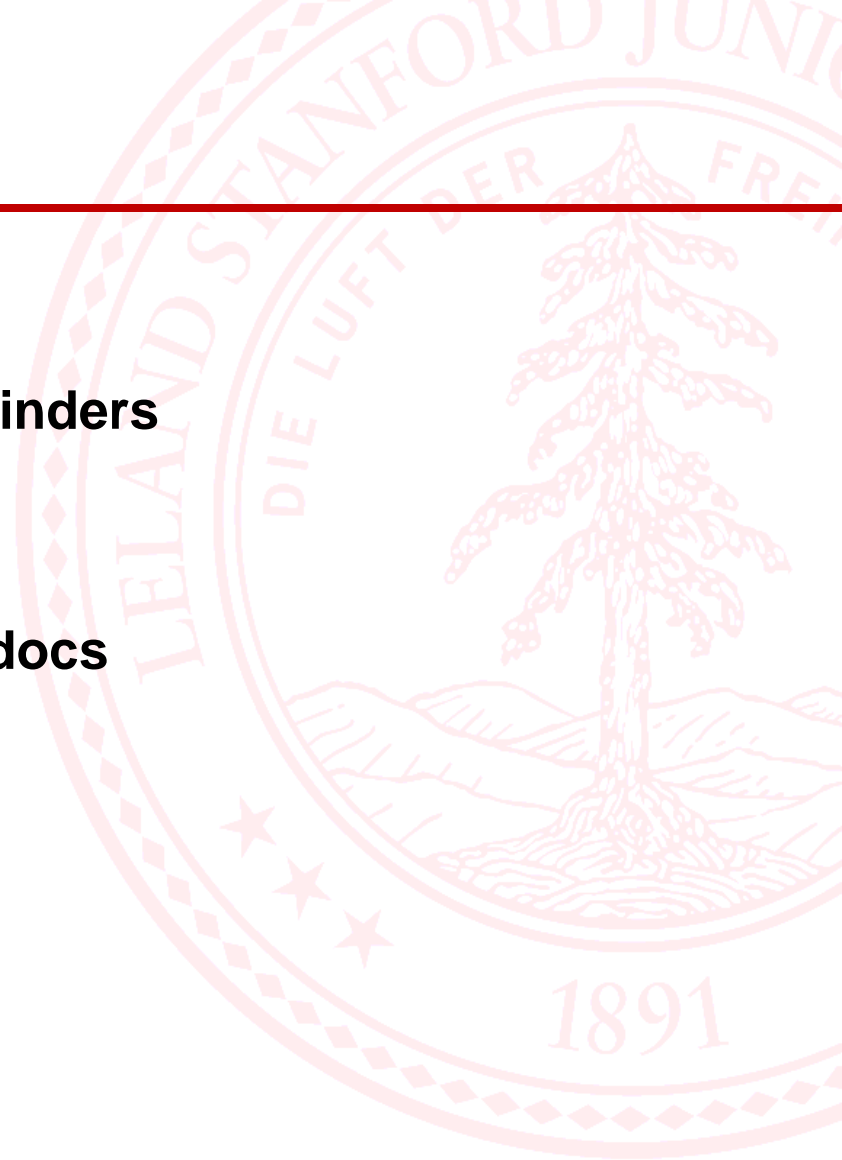
Postdoctoral Administrators Quarterly Meeting

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a redwood tree in the center, surrounded by the text 'L. D. STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is circular with a decorative border.

April 10th, 2014
10:00 a.m. – 11:30 a.m.
LKSC 101-102

Agenda

- ❖ **New Postdoc Orientation**
- ❖ **Recommendation Forms Reminders**
- ❖ **Common Tuition Errors**
- ❖ **Open Labs and Trainings**
- ❖ **Upcoming Programs for Postdocs**
- ❖ **J-1 Visa Insurance**
- ❖ **Benefits**
- ❖ **HelpSU Reminder**



New Postdoc Orientation

Sofie Kleppner



New Postdoc Orientation



- Format Changes to New Postdoc Orientation
 - April 17th, 11:45am
 - http://postdocs.stanford.edu/incoming_scholars/orientation.html
- Followed by Postdoc Mixer
 - 4:30-6:30 pm
 - http://postdocs.stanford.edu/incoming_scholars/mixers.html

Recommendation Form Reminders

Tammy Wilson



Recommendation Form Reminders

- Entry Field - Previous Research Experience Noted by Department
 - Please do NOT enter **zero** months unless research is truly zero
 - Web form must be returned if number of months entered is incorrect
 - Calculating Previous Research Experience
 - Do-It-Yourself Help:
http://postdocs.stanford.edu/admin/how-to/prior_experience.html
 - OPA review of CV prior to submitting Recommendation:
email CV to Al (SOM) or Tammy (University)

Recommendation Form Reminders



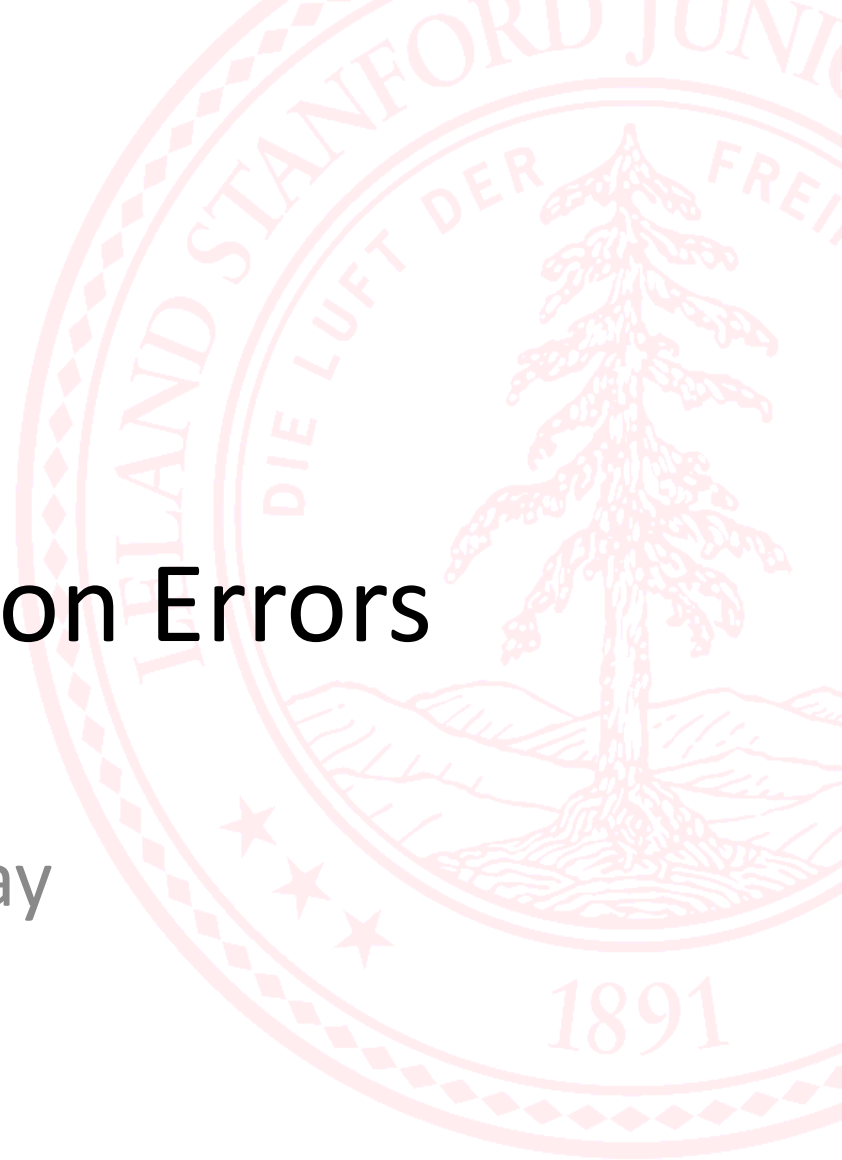
- Generate an Offer Letter When Proof of Degree Not Available
 - When PI wants to “lock in” acceptance of offer letter but Postdoc Candidate is still completing PhD degree requirements
- How To:
 1. Admin creates and submits Recommendation Form
 2. DFA/Department Manager approves Recommendation Form; online offer letter is generated
 3. Postdoc accepts online offer letter
 4. Recommendation Form comes back to Admin workflow for verification/approval
 5. Admin **HOLDS REC FORM** in your (admin) workflow until proof of degree is available
 6. Admin uploads proof of degree to Rec Form (via Postdoc Admin Forms link, not workflow)
 7. Admin verifies/approves Recommendation Form and submits to OPA

Recommendation Form Reminders

- Uploading Documents to Existing Form
 - Can be done anytime after the Recommendation Form is Saved and/or Submitted
 - Use AXESS Postdoc Admin Forms link (not workflow)
 - There is no “Save” button on uploads – the newly uploaded document title in the Supporting Documents list confirms the upload
 - If document title is not listed in the Supporting Documents, the upload did not work – try a different browser

Common Tuition Errors

Al Murray



Common Tuition Errors



- All OPA-approved appointments create a record in PeopleSoft Student Administration and require a \$125 tuition payment for each active term of the appointment
 - This applies to both clinical trainees and postdoctoral scholars
 - Residents who become clinical trainees are also subject to this charge
- Postdoctoral Scholars on LOA still require the \$125 payment even if they are on LOA for the entire term

Common Tuition Errors

- Fellowship Stipend and Tuition entered for entire year, 10/01/13 to 09/30/14. Postdoc leaves 05/31/14 and \$125 tuition is not removed for Summer.
 - Result is Unapplied Aid
- Fellowship Stipend and Tuition entered for entire year, but Tuition lines are not Completed and Approved (Pending)
 - Result is Postdoc receives monthly bills from SFS on outstanding tuition
- Fellowship Stipend and Tuition entered for entire year, 10/01/13 to 09/30/14. On 01/01/14 funding changes so both salary and stipend are paid from 01/01/14 to 09/30/14. Fellowship Tuition is left with tuition for Autumn, Winter, Spring and Summer.
 - Result is Unapplied Aid - entering salary “Calc Tal” generates \$125 tuition for Winter, Spring and Summer
- External Funding with “Info Only” line entry in GFS. Tuition entry is often forgotten, but must be paid.
 - Result is Postdoc receives monthly bills from SFS on outstanding tuition

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 Lab \(215 Panama St\)](#)
 - ***Please Note: April Open Lab is on the 11th (not the 4th)***
 - *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 Lab \(215 Panama St\)](#)

Programs

Annelies Ransome



New Postdoc Orientation

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- **Upcoming Postdoc Quarterly Orientations* and Postdoc Mixers**

- Thursday, April 17, 2014
- Thursday, July 17, 2014
- Thursday, September 18, 2014

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

National Events

A large, faint watermark of the Stanford University seal is visible in the background. The seal features a redwood tree in the center, surrounded by the Latin motto "DIE LUFT DER FREI" and the year "1891". The words "STANFORD JUNIOR" are also visible at the top of the seal.

- **National Postdoc Appreciation Week**
 - September 15-19, 2014
- ***New* Wellness Series for Postdocs**
- **Academic Chat Series**
- **Scientific Management Series**
- ***New* Vocal Yoga Series for Postdocs**
- **Details:**
<http://postdocs.stanford.edu/education/>

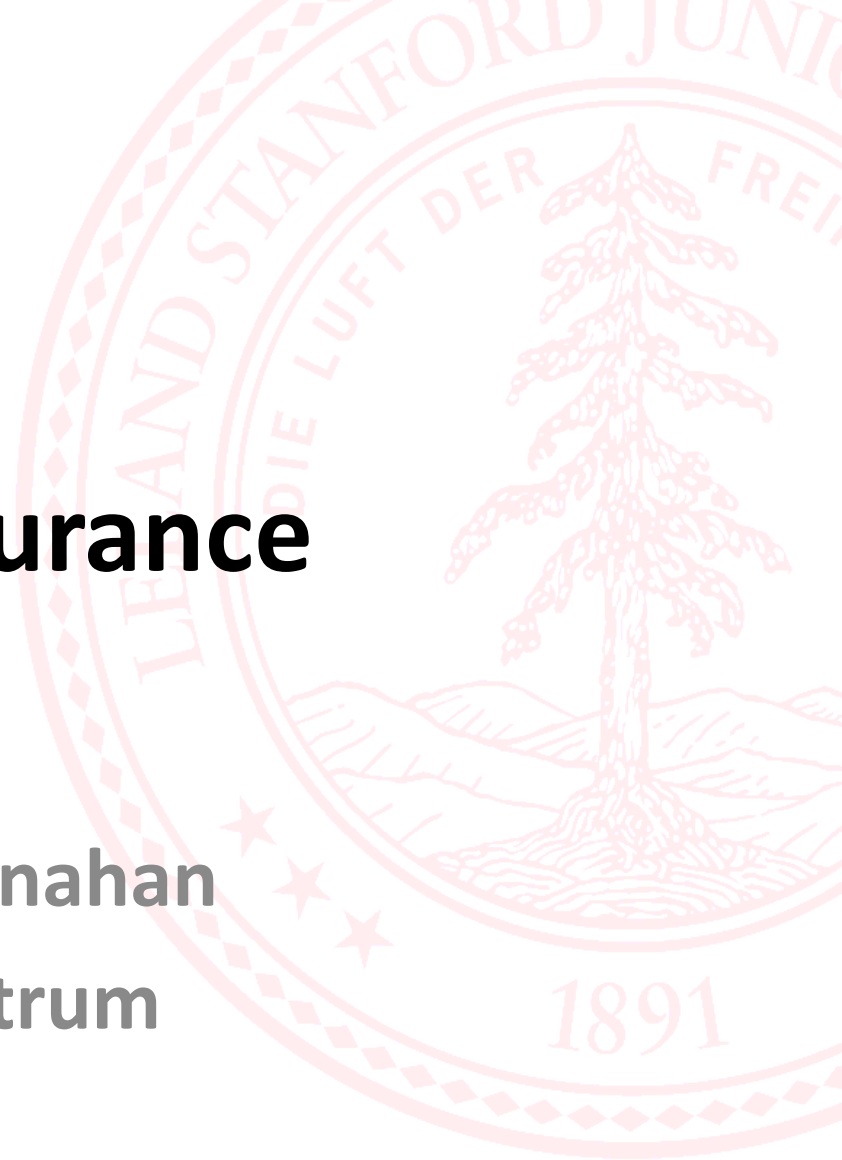
Postdoc Programs

Details available at: <http://postdocs.stanford.edu/education/>

- **Academic Chats - 12noon-1:30pm** (lunch is provided)
 - Tuesday, April 22, 2014, **How New Professors can Find (and Support) top Graduate Students and Postdocs**
 - Tuesday, May 13, 2014, **How to Find Good Mentors When Starting Out as a New Professor**
 - Tuesday, June 10, 2014, **Hitting the Ground Running as a New Professor - What to do an NOT do**
- **Scientific Management Series (SMS)- 5:15-6:30 pm**
 - Thursday, April 17, 2014 – **Al Lane, “Current Issues in Research Ethics”**

J-1 Visa Insurance

Shannon Monahan
& Elsa Gontrum



J-1 Visa Insurance

Problem 1

- J-visa postdocs arriving in the US are required to submit Arrival Confirmation within 25 days (in order to validate their SEVIS record).
- This is less than the amount of time they have to enroll in the health benefits through ClearBenefits.

Solution

- Postdoc should simply enter “**Blue Shield of California**” on their Arrival Confirmation for Bechtel.
- Remind your postdocs that this is required as soon as they arrive.
 - They should have all of the information necessary, then.
- The OPA Office is looking into adding language to our website.

Notes

- Required in order to be in compliance.
- The sooner this is done, the sooner the postdoc can apply for an SSN, and the sooner they can complete their benefits enrollment (amongst other things).

J-1 Visa Insurance



Problem 2

- J-visa postdocs and their dependents often arrive before their appointment start date (and stay up to 30 days following their end date).
- Stanford insurance begins on the postdoc's start date.
- J-visa postdocs and their dependents are required to be covered by health insurance that meets J-visa requirements at all times while they are on US soil.

Solution

- Remind your postdocs to obtain temporary coverage that meets J-visa requirements if they plan to arrive early or stay later. (It is their responsibility.)
- The OPA Office is looking into adding language to the Offer Letter.

Notes

- Required in order to be in compliance.
- Is in their interest to be covered in a case of an accident.

J-1 Visa Insurance

What about postdocs on other visas?

- F-1 OPT, H-1B and TN do not have the insurance requirements and "validation- within-a-certain-time-period" issue.

Temporary insurance options?

- Bechtel offers three carriers for J visa health insurance on their website, but they cannot, technically, "recommend" any health insurance for liability reasons

http://icenter.stanford.edu/quick_reference/healthinsurance.html#5

J-1 Visa Insurance

Additional resources for finding health insurance

Excellent information specific to students and their dependents can be found at the Insurance Office at Vaden Health Center at Stanford (650) 723-2135 or [visit their web site](#).

Although the I-Center does not endorse any specific insurance plan, these companies offer insurance to international students and scholars:

- [International Student Protection](#)
- [Visit Insurance](#)
- [BETiNS International Health and Travel](#)

Information and application forms on several plans, including plans offering coverage for the dependents of students and visiting scholars, are available at the I-Center through the *Resource Center for International Families*. Opening hours at the Resource Center are listed on the [web site](#).

Visiting scholars are responsible for verifying that whatever insurance plan they decide to purchase meets the [Department of State's specifications](#).

There are no insurance experts at the I-Center; we recommend that you contact a local insurance broker if you have questions or concerns about insurance. A broker represents a variety of plans and is able to tailor policies to particular needs such as those specified by the State Department. One such local broker can be found here: www.cordellglobal.com

Benefits

Cecy Avila



Benefits-Changes to Staff

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- Sandra DeGaine is no longer at Stanford
- Cecy Avila manages postdoc disability
- Denise Livengood is assisting with postdoc benefits
- Email postdocbenefits@stanford.edu for all postdoc benefits or disability questions

Open Forum

Questions?

AskJane.stanford.edu

HelpSU.stanford.edu

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