

Postdoctoral Administrators Quarterly Meeting

**May 4, 2011
10:00 a.m. – 11:30 a.m.
Clark S360**

Agenda

1. Reminder: Tuition Lines in GFS
2. New State Leave Policy
3. Five Year Term Limit
4. Introducing Our New Benefits Manager
5. Clinical Fellow Appointment Deadlines
6. Reminder: HelpSU
7. New AskJane Solutions
8. PeopleSoft Project Update

Reminder: Tuition Lines in GFS

1. A recent report by Student Financial Services found 424 postdocs with outstanding tuition balances. Many are due to incomplete GFS entry.
2. Be sure to complete and route all tuition lines.
3. Review tuition closely when Termination Forms are submitted in case recalculation is necessary.
4. Postdocs paid on outside funding are also required to pay \$125 tuition per term. Please ensure your postdocs are aware of this if you intend them to pay this charge.

New State Leave Policy

- A new California law permits leave for organ or bone marrow donation, and caregiver leave for family members who are in the Armed Forces. This policy affects postdocs and employees.
- The RPH has been updated accordingly.
- “Postdoctoral Scholars may be eligible for unpaid family and medical leave for certain family and medical reasons, including events such as the birth or adoption of a child, organ or bone marrow donation (a portion of this leave may be paid), and caregiver leave for family members who are members of the Armed Forces. In most cases, to be eligible for such leave, a Postdoctoral Scholar must have been in training at Stanford for at least twelve months.”

Five Year Term Limit – Hard Rule

- The temporary suspension of the five year postdoctoral experience limit ends on 09/30/11.
- To review Policies and Procedures on Term of Appointment applicable to Postdoctoral Scholars, see:
<http://rph.stanford.edu/9-4.html>

Options at Stanford After Five Years

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains the text "LEAVENUS STANFORD JUNIOR" at the top, "DIE LIT PER" on the left, and "1891" at the bottom. In the center of the seal is a redwood tree.

Option 1. Research Associate or other staff status:

- Contact your HR administrator for process, paperwork.
- Allow up to 3 months in case of foreign postdocs for H1B petition processing time
- Temp/Casual is the appropriate category for less than 6 month appointments.
- Research Associates can be less than full-time.

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Option 2. Academic status (e.g., Instructor, Lecturer, Academic staff scientist or even Visiting Scholar (if externally funded):

- Contact your HR OR Faculty Affairs administrator for process, paperwork.
- Allow up to 3 months in case of foreign postdocs for H1B petition processing time if staff appointment.

Introducing Our New Benefits Manager

Please welcome our new postdoc Benefits Manager, Sandra DeGaine

- Upcoming group maternity/paternity meetings for postdocs and spouses
- Notify Postdoc benefits as soon as you are aware of pregnancy
- Maternity disability meetings 8-10 weeks prior to leave
- Postdoc benefits orientation meeting – this is mandatory
- New procedure for payment of PPO and dependent premiums

Clinical Fellow Appts: Deadlines, Procedures and Forms

<u>Appointment Start Date</u>	<u>Deadline to submit paperwork to OPA</u>	<u>OPA Notification Date*</u>
July 1	May 10	May 16
August 1	June 10	June 20

- Decision notifications may be approval, or return to department for further/missing documentation.

A checklist of required OPA documents

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

Use the updated forms at

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

Reminder: HelpSU

1. <http://helpsu.stanford.edu>

Central Office Issues > Postdoctoral Affairs OR
Student Services > Postdoctoral Affairs

Tickets escalated or forwarded to other offices as necessary:

Registrar's Office for Web Forms technical support

Student Services Center for postdoc bill questions

Effective Immediately

Inquiries/questions  <http://helpsu.stanford.edu>

Documents Only  postdocaffairs@stanford.edu

Until PSWF Go Live

New AskJane Solutions

1. New Postdoc solutions have been added to the AskJane database.
2. Remember to use AskJane.stanford.edu for frequently asked questions and give your feedback if your question isn't there!

PeopleSoft Project Update



- Please continue to send paper appointment documents
- 3rd UAT session next week – week of May 9th
- Nolij integration implemented – all elements of Postdoc Web Forms available for testing

Open Forum

Questions?

AskJane.stanford.edu

HelpSU.stanford.edu