

# Postdoc Admin Quarterly Meeting

May 13, 2020



Stanford

Office of Postdoctoral Affairs  
*All Postdocs. All the Time.*

# Agenda

Welcome

COVID-19 Updates

Programs Announcements

Operations

Q&A

# Sofie Kleppner

## COVID-19

- Postdoc Telecommute Form
- Term Limit Changes
- H1B premium processing issues
- Postdoc case reporting process

# Robin Sugiura

## Programs updates

- PRISM Updates
  - May 20-23 online, all new recruits welcome
  - [postdocs.stanford.edu/PRISM](https://postdocs.stanford.edu/PRISM) for details
- New weekly Self-Care email, wellness programs
  - Resilience on 5/27, 9am-12pm
  - Cooking classes; next on 5/27 and multiple upcoming
- New Teaching series: Build Your Teaching Toolkit (6 sessions, 5/14-6/2)
- Regular programs continuing online

Kevin Heller

Salary/stipend minimum increase

- New minimum \$64,268 effective 1 September 2020

# Addie Schnirel

## Annualized salaries/stipends

- Postdoc pay = at least the minimum divided by 12 each month.
- Usually, the annual pay is equally distributed over the year.
- If you are going to do anything different, **talk to us first**.
- Salary audits:
  - 3/1/2020 audit - thanks for being responsive to the emails!
  - 4/1/2020 analysis to be completed

# Al Murray

## Clinical Trainee appointments

- We have help for you:
  - Go to <https://postdocs.stanford.edu/postdoc-admins/clinical-trainees> for guidance with Clinical Trainee and Clinical Scholar appointments.
- Submit appointments to OPA 6 weeks prior to start date.
- Only trainees with University funding sources require a dual appointment.

# Kevin Heller

## IDP system

- Progress: now testing!
- Shout-outs:
  - Chris Medina
  - Natalie Darling-Cabrera
  - Andrew Kim
  - Margaret Murphy
  - Angela Byrnes Estrada
  - Sarah Marks
  - Erica Dillingham
- Watch for updates!



# Denise Livengood

## Paylines must be approved to be paid!

- Please DO NOT leave paylines in DRAFT.
- Please remind all approvers to approve all lines by payment processing dates.
  - Schedule available on [Fingate](#)
- Paylines must be entered AND approved by payment processing dates for them to be processed for payment.
- Off-cycle checks must be requested in cases where checks are not processed.
- Errors have an impact!

# Denise Livengood

## Impact of incorrect pay line information

- Postdocs don't get paid!
- Changing a pay line close to a deadline can prevent postdoc from getting paid if not approved on time
- Unapproved pay lines are not considered for pool eligibility for payment of the institutional health premium portion
  - Department's guarantee account is charged
  - Charge reversals require proof of salary and fringe paid
  - Reimbursement requests must come within 90 days
    - If department charged for September and postdoc was retro paid in October, department has until December to request reimbursement for September
- Consider waiting to change a pay line until Month End Close is over to prevent pay line staying in C/P or P/P status

# Kevin Heller

## LEAN Launch

- Brief overview
  - Three days to analyze appointment process
  - Fix now vs. ideas for future system
- A few outcomes
  - Is every step of the process required?
  - Do we need three signatures on SoM certificates?
  - Can we add logos to offer letters?
  - Can we create a simple H1B job aid?
  - Minimum salary checker in GFS?
  - Answers are on the website -- are they in the wrong place?
  - Can we get permissions to allow OPA to fix errors?

# Kevin Heller

## LEAN Launch

- Help we got/are getting!
  - Pre/post survey
  - Over 60 postdoc admins participated
  - Elaine Tschorn

# Tammy Wilson

## Goodbye, funding change web form!

- Funding updates on the change web form are no longer required!
- No more September 1st minimum funding change web forms!
- We have requested that the funding module be removed from view.
- GFS entry is still required for ALL funding updates.

GFS is the “single source of truth” for funding data!