

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 'LUDWIG STANFORD JUNIOR' at the top, 'DIE LUFT DER FREI' on the right, and '1891' at the bottom. The seal is surrounded by a decorative border.

# **Postdoctoral Administrators Quarterly Meeting**

**July 15<sup>th</sup>, 2014  
10:00 a.m. – 11:30 a.m.  
Clark Center S360**

# Agenda

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- ❖ **Announcements**
- ❖ **Benefits**
- ❖ **J-1 Visa Program Description**
- ❖ **Termination Codes Reminder**
- ❖ **Tuition Report**
- ❖ **Open Labs and Trainings**
- ❖ **Postdoc Paid Insurance Requests**
- ❖ **Upcoming Programs for Postdocs**
- ❖ **HelpSU Reminder**



# Announcements

Sofie Kleppner



# Announcements

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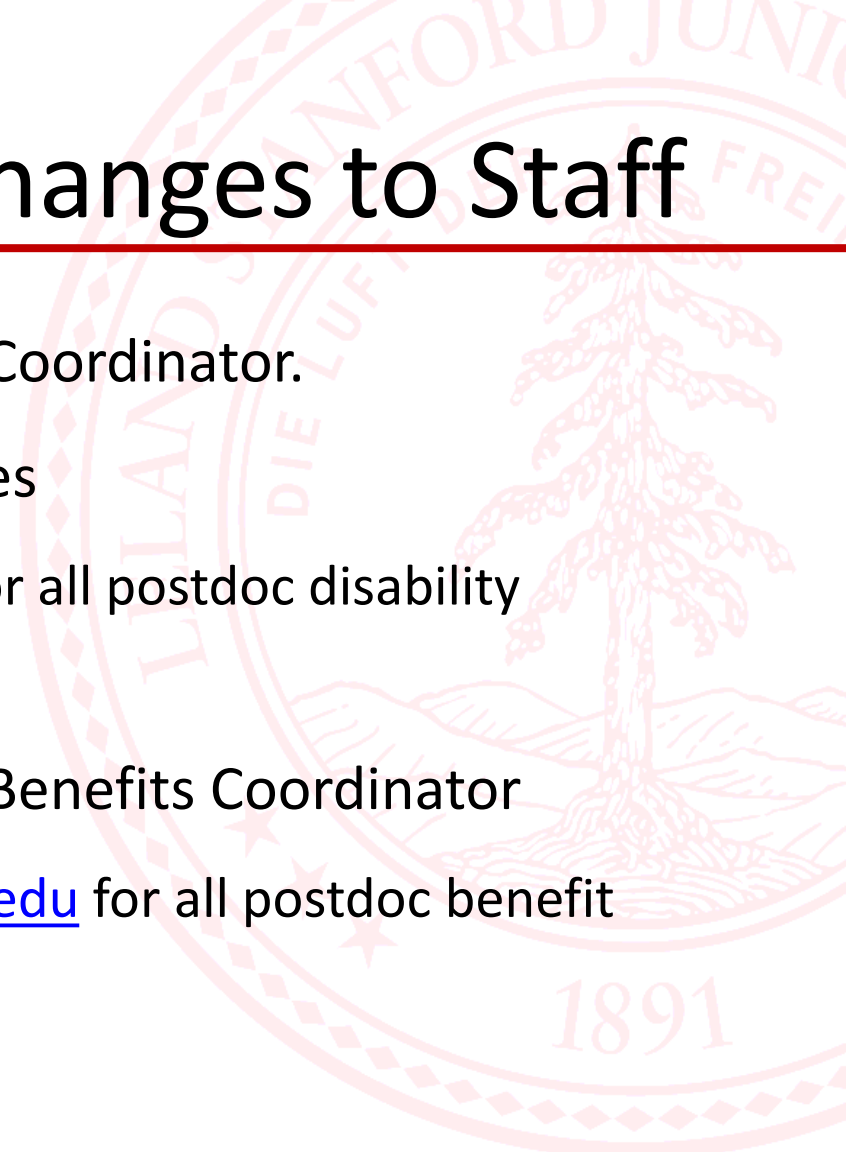
- Go Pass for Postdocs!
- Grant Writing Academy
  - <http://postdocs.stanford.edu/education/grantcoaches.html>
- Importance of the Postdoc Exit Survey

# Benefits and Disability

Cecy Avila



# Postdoc Benefits-Changes to Staff

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

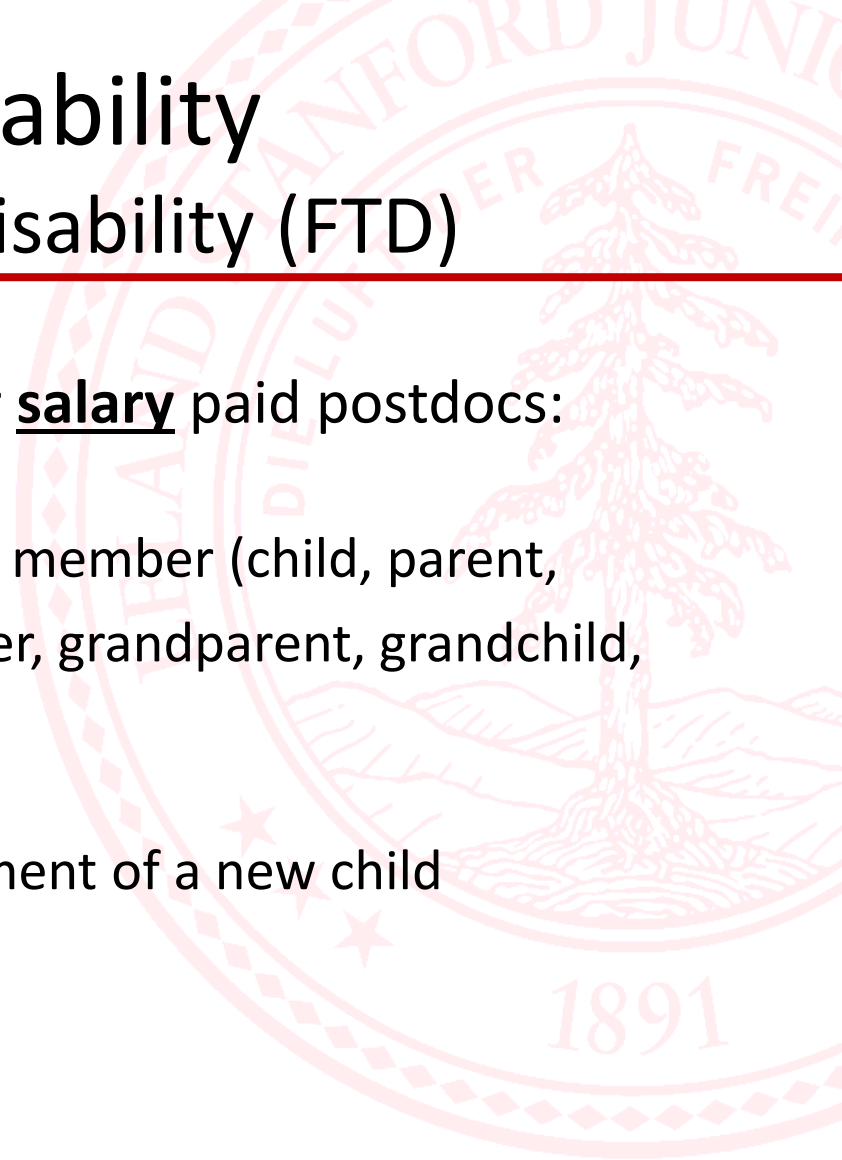
- Cecy Avila is new Disability Leave Coordinator.  
Reports to Disability Leave Services
  - Email [6-hrleaves@stanford.edu](mailto:6-hrleaves@stanford.edu) for all postdoc disability questions or call (650) 724-5645
- Denise Livengood is new Postdoc Benefits Coordinator
  - Email [postdocbenefits@stanford.edu](mailto:postdocbenefits@stanford.edu) for all postdoc benefit questions or call (650) 724-9490

# Postdoc Disability

## Family Temporary Disability (FTD)

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- FTD provides a six-week benefit for salary paid postdocs:
  - To take care of a seriously ill family member (child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, parent-in-law)
  - To bond with a new child or placement of a new child



# Postdoc Disability: FTD Benefits

- FTD benefits are paid at the rate of 60% of base pay
  - Base pay is based on the amount prior to their disability leave
  - Base pay does not include bonuses or additional allowances (compensation only)
- Postdocs may supplement FTD benefit pay with vacation time
- FTD benefits begin on the 8<sup>th</sup> day for new dads (baby bonding) or to take care of seriously ill family member
  - Postdocs may use 5 days of vacation to cover 7-day waiting period
- FTD benefits begin on the 1<sup>st</sup> day for moms (baby bonding)



# Postdoc Disability: FTD Continued

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- Can be taken in smaller than 6-week increments
  - If postdoc has 1 year of service and worked 1,250 hours in the previous 12 months, postdoc can decide dates of baby bonding in increments of 2 or more weeks
- Baby bonding must be taken within 12 months of birth of new baby or placement of adopted or foster child
- FTD claims are filed with Liberty Mutual

# Postdoc Disability: FTD Continued

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- FTD is not job protection. It is a component of Stanford's Voluntary Disability Insurance (VDI) plan
- If postdoc has **less** than 1 year service and has **not** worked 1250 hours in the previous 12 months, the postdoc will be referred to PI for approval of leave.
  - Postdoc is still eligible to receive FTD benefits

# Postdoc Maternity: Pay Changes

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- Pay Changes during pregnancy, please consult with Disability Leave Coordinator. It may affect disability benefits.
- Pay Changes from:
  - Stipend to Salary: Pre-existing Limitation may apply. Department/PI may need to pay 100% of pay per Maternity Policy vs. 40%
  - Salary to Stipend: Postdoc is no longer eligible for FTD benefits.

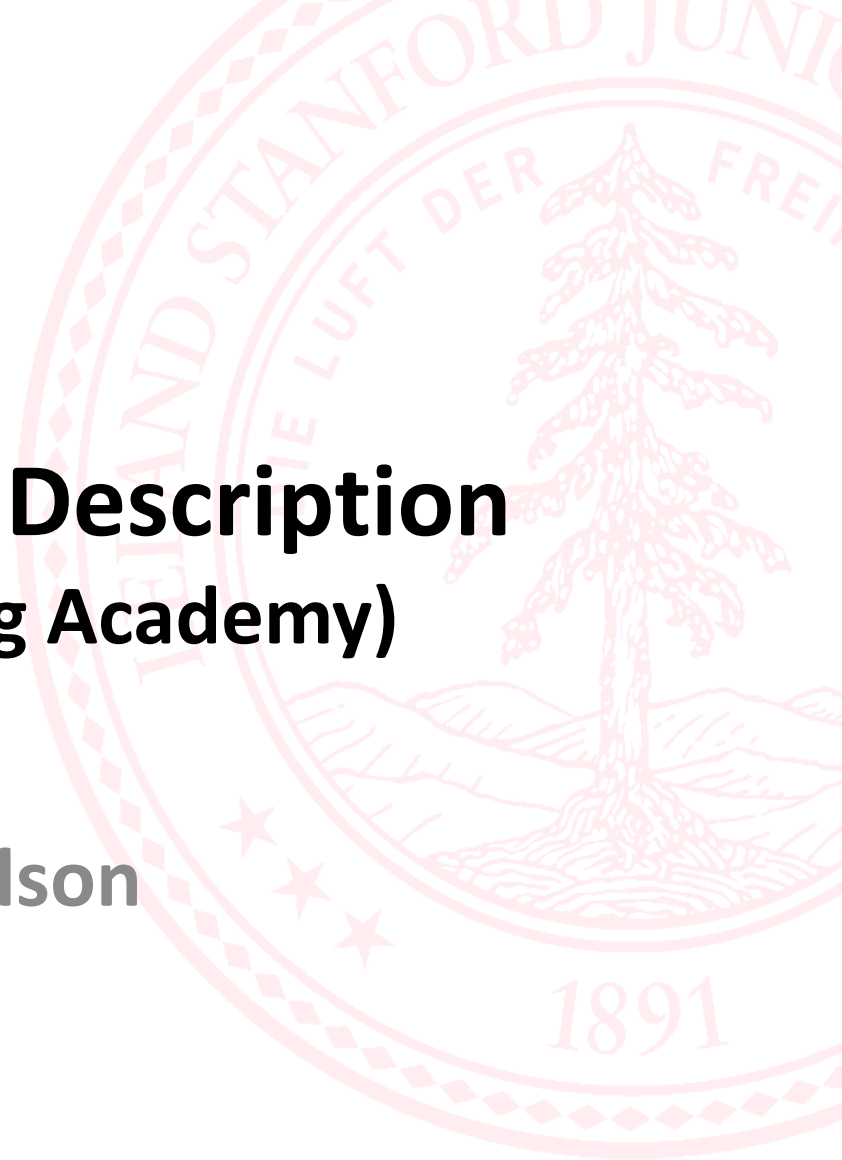
# New! Disability and Benefits Pool

- **Effective April 2014:** If postdoc was paid as salary and was benefits pool eligible prior to their leave, the health premium “Institutional Cost/Allowance” column can continue to be charged to benefits pool during the following types of leaves:
  - Disability
  - Family Temporary Disability (baby bonding leave)
  - California Family Rights Act (must be here a year and worked 1250 hours)
  - Family Medical Leave Act (must be here a year and worked 1250 hours)

# **J-1 Visa Program Description**

## **( re: Grant Writing Academy)**

**Tammy Wilson**



# J-1 Visa Program Description

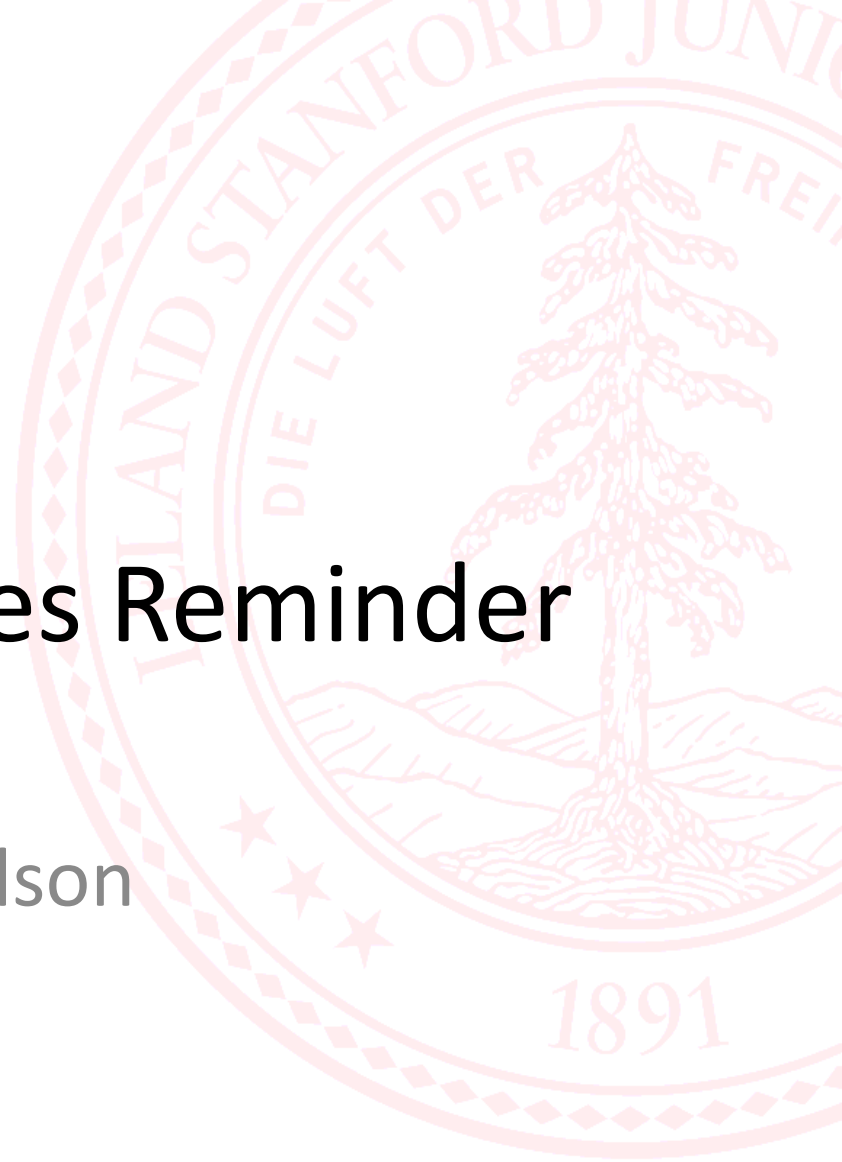
(re: Grant Writing Academy)

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- For ALL International Scholars holding a J-1 Visa with a DS-2019:
  - J Scholar web form entry field **“Description of Program/field of research at Stanford”**
    - Please include **“teaching”** in the program description
      - This will allow scholars to participate in teaching opportunities that may arise *after* their arrival at Stanford

# Termination Codes Reminder

Tammy Wilson



# Termination Codes Reminder



- **PEND – End of Appointment Term**
  - Use when appointment term is complete or substantially complete
- **PACC – Accepted Another Position**
  - Use when postdoc ends appointment early to take another position
- **PEAR – Early Termination**
  - Use ONLY when PI/Department ends appointment early due to lack of funding, change in program, or poor performance by postdoc
- **PDEP – Department Transfer**
  - MUST be used when postdoc accepts a new *postdoc appointment* at Stanford, in a different department



# Tuition Report

Al Murray



# Tuition Report

A large, faint watermark of the Stanford University seal is visible in the background. It 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 partially visible at the top.

- Report received from Student Financial Services of outstanding fees
- Student Financial Services intends to send postdoc to collection agency if fees are not resolved by October 2014
- OPA will resolve if systems issue
- OPA will contact you for resolution by September 1 if this matter is a GFS-related entry issue

# Tuition Report

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- Instructions for running your own Postdoc Outstanding Tuition Report in BI:

<http://postdocs.stanford.edu/admin/pdf-forms/JobAidOutstandingPostdocTuitionReportinBI.pdf>

[under: [http://postdocs.stanford.edu/admin/how-to/job\\_aids.html](http://postdocs.stanford.edu/admin/how-to/job_aids.html)]

# 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 Modular, Lab B \(215 Panama St\)](#)
  - *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 Modular, Lab B \(215 Panama St\)](#)

# Postdoc-Paid Insurance Requests

Shannon Monahan



# Postdoc Paid Insurance Premiums

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- Instructions document available:  
<http://postdocs.stanford.edu/admin/pdf-forms/JobAidPostdocPaidInsurancePremiums.pdf>  
[under: [http://postdocs.stanford.edu/admin/how-to/job\\_aids.html](http://postdocs.stanford.edu/admin/how-to/job_aids.html)]
- Example of approved request included in document

# Postdoc Paid Insurance Premiums

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- Highlights:
  - Initiated by the *department* (not postdoc)
  - Total funding (from all sources) must still cover minimum compensation AND benefits costs
  - Approved only back to the 1<sup>st</sup> day of the month in which the request is made (*don't be late!*)



# Programs

Shannon Monahan



# New Postdoc Orientation

- **Upcoming Postdoc Quarterly Orientations\* and Postdoc Mixers**
  - Thursday, July 17, 2014
    - July Orientation – **Cancelled**
    - Wellness Fair and Mixer – 4:30-6:30 pm, Dean's Lawn
      - [http://postdocs.stanford.edu/incoming\\_scholars/mixers.html](http://postdocs.stanford.edu/incoming_scholars/mixers.html)
  - Thursday, September 18, 2014
    - Orientation – 12:00-2:00 pm
    - Mixer – 4:30-6:30 pm

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

# Upcoming Events

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- **National Postdoc Appreciation Week**
  - **September 15 – 19, 2014**
    - Check the OPA website for scheduled events

# Open Forum

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## Questions?

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

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

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