

The background of the slide 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 "L. DIE LUFT DER FREI" around the inner edge and "1891" at the bottom. The outer edge of the seal contains the text "L. DIE LUFT DER FREI" and "1891".

Postdoctoral Administrators Quarterly Meeting

**July 26, 2012
10:00 a.m. – 11:30 a.m.
LKSC 130**

Agenda

- GFS Topics: Tips/Reminders for Postdoc Entry & Unapplied Aid
- Leave of Absence Form
- Submission of Early/Incomplete Recommendation Forms
- Uploading Additional Documents to the Recommendation Form
- Confirmation of Reappointment Document
- Reporting Social Security Numbers to OPA
- Mentoring Expectations, Requirements and Form
- Upcoming Workshops and Courses

The background features a large, faint, red watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center. The text around the tree includes "LELAND STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the right, and "1891" at the bottom. There are also stars and a checkered border.

GFS Topics: Tips/Reminders for Postdoc Entry & Unapplied Aid

Shannon Monahan

GFS Topics

What I found while running the Unapplied Aid Report

- Salary paylines where TAL was not recalc'd
- Salary paylines where TAL was re-calc'd but the TAL line was not completed on the Assist TAL tab
- Both TAL and TUT were entered (likely that TUT was entered first, TAL entered later, but TUT never removed for applicable quarters)
- Suspicion: rejecting a TUT line is not enough—it needs to be cancelled after the fact as well
- There were *salary* pay lines in GFS that extended beyond the reported Termination date!
- Postdocs incorrectly Aid-Year activated

GFS Topics

Salary Line Termination

When a salary line is terminated earlier than originally expected, TAL for successive quarters may need to be removed. If this is the case:

- Terminate the salary pay line as necessary.
- Click on the **Calc TAL** button for the salary line that was just terminated.
- On the Assist TAL tab, the TAL Calc Total should change to reflect the new TAL owed. Click on the Detail button to make sure all aid is removed (example following).
- **Set the line to Completed (C) in the Status box, and click on Save at the bottom of the page.**
- The pay line will then be routed for approval as appropriate.

GFS Topics

- Sometimes, unapplied aid wasn't really removed...

Unapplied Aid for Winter and Spring

The screenshot shows the AXESS system interface for Stanford University. The user is logged in as Shannon. The breadcrumb trail is: Resources > Employee Information > STARS (Training) > Favorites > PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry. The page title is 'Enter Assistantship Salary'. The 'Aid Year' is 2010, 'Institution' is STANF, and 'Mail Code' is 5168. A summary table shows the following data:

TAL Category	Total Amt	Autumn PD	Winter PD	Spring PD	Summer PD
All Assist Salary	28610.82		5859.84	11374.98	11376.00

The main table, 'Enter Assistantship Salary', has the following columns: Aid_Seq, Ident, *Pay Org, Assist Type, Disb Plan, Hours/week, Min Pay Period Amt, Pay Period Amt, Start Date, End Date, Termination Date, Assist Total, Detail, Calc TAL, Info only, Status, Description, Approval Status. The table contains 5 rows of data:

Aid_Seq	Ident	*Pay Org	Assist Type	Disb Plan	Hours/week	Min Pay Period Amt	Pay Period Amt	Start Date	End Date	Termination Date	Assist Total	Detail	Calc TAL	Info only	Status	Description	Approval Status
AST001	PABQH	VAAA	RAF	NM-Payroll	40.00		1895.83	02/15/2010	09/30/2010	03/31/2010	5859.84	Detail	Calc TAL	<input type="checkbox"/>	X	Cancelled	Approved
AST002	UDADU	VAAA	RAF	NM-Payroll	40.00		1895.83	02/15/2010	09/30/2010	06/30/2010	17234.82	Detail	Calc TAL	<input type="checkbox"/>	C	Complete	Approved
AST003	UDADU	VAAA	RAF	NM-Payroll	20.00		948.00	07/01/2010	09/30/2010	08/31/2010	3792.00	Detail	Calc TAL	<input type="checkbox"/>	C	Complete	Approved
AST004	EBMRF	VAAA	RAF	NM-Payroll	20.00		948.00	07/01/2010	09/30/2010		5688.00	Detail	Calc TAL	<input type="checkbox"/>	C	Complete	Approved
AST005	PABKV	VAAA	RAF	NM-Payroll	20.00		948.00	09/01/2010	09/30/2010		1896.00	Detail	Calc TAL	<input type="checkbox"/>	C	Complete	Approved

Buttons at the bottom include Save, Return to Search, and Notify. The footer shows the navigation menu: FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel.

GFS Topics

TAL001 looks OK, right?
So what's the problem?

STANFORD UNIVERSITY | AXESS

Hello, Shannon

Resources | Employee Information | STARS (Training) | Search: []

Favorites | PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel

Aid Year: 2010 | Institution: STANF

TAL Category	Total Amt	Autumn PD	Winter PD	Spring PD	Summer PD
All Awarded TAL	375.00		125.00	125.00	125.00

Assistantship TAL

Aid Seq	Ident	*Pay Org	Job #	Appt Hrs	School Cd	Disb Plan	TAL Calc Total	Awarded Total	Detail	Status	Description	Approval Status
TAL001	PABQH	VAAA	AST001	40.00	MED	NM-Payroll			Detail	P	Pending	Pending
TAL002	UDADU	VAAA	AST002	40.00	MED	NM-Payroll	250.00	250.00	Detail	C	Complete	Approved
TAL003	UDADU	VAAA	AST003	20.00	MED	NM-Payroll	41.66	41.66	Detail	C	Complete	Approved
TAL004	EBMRF	VAAA	AST004	20.00	MED	NM-Payroll	41.67	41.67	Detail	C	Complete	Approved
TAL005	PABKV	VAAA	AST005	20.00	MED	NM-Payroll	41.67	41.67	Detail	C	Complete	Approved

Save | Return to Search | Notify

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel

GFS Topics

Click on Detail.

Notice: line totals still have Spring and Summer with \$125

The screenshot displays the Stanford AXESS web application interface. At the top, the Stanford University logo and 'AXESS' are visible. The user is logged in as 'Shannon'. The navigation path is: Resources > Employee Information > STARS (Training) > Favorites > PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry. The main content area is titled 'Tal Detail' and shows a table with columns for 'Aid Year', 'Aid Seq', 'Amt Total', 'Autumn', 'Winter', 'Spring', and 'Summer'. The table contains one row for 'PABQH' with 'Job # AST001' and 'Line Totals' of 125.00 for both Spring and Summer. Below this is a 'Term Distribution' section for 'Term: 1104 09-10 Wtr' and 'TAL Category: pp'. It includes an 'Overrides' table with 'Allocation Calculated Term TAL Amt' set to 125.00 and 'Amount Awarded Term TALRsn Amt' set to an empty field. The 'Item Type Charging Detail' section is also visible, showing a table with columns for 'Seq No', 'Start Date', 'End Date', 'Amount', 'Fund Src', 'Item Type', 'Project', 'Task', 'Award', 'Expend Type', 'Deptid (Task Ora)', 'Charge Priority', and 'Itm'. The first row in this table has values: 1, 01/04/2010, 03/19/2010, an empty field, NIH, 870000000017, 1026178, 100, AABKS, 51975, VLPO, TU_ONLY, and Itm. At the bottom of the application window are 'OK' and 'Cancel' buttons.

Aid Year	Aid Seq	Amt Total	Autumn	Winter	Spring	Summer
2010	TAL001					
PABQH	Job # AST001	Line Totals			125.00	125.00

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Ora)	Charge Priority	Itm
1	01/04/2010	03/19/2010		NIH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	Itm

GFS Topics

Click on View All.

Notice that the \$125 for the Spring and Summer are still entered in the Amount field

STANFORD UNIVERSITY | AXESS

Resources | Employee Information | STARS (Training)

Favorites | PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry

Term: 1104 09-10 Wtr
TAL Category: pp

Overrides
 Allocation Calculated Term TAL Amt 125.00
 Amount Awarded Term TALRsn Amt desc:

Override Rsn:
Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	itm
1	01/04/2010	03/19/2010		NIH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	itm

Term: 1106 09-10 Spr
TAL Category: pp

Overrides
 Allocation Calculated Term TAL Amt 125.00
 Amount Awarded Term TALRsn Amt desc:

Override Rsn:
Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	itm
1	03/29/2010	06/09/2010	125.00	NIH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	itm

Term: 1108 09-10 Sum
TAL Category: pp

Overrides
 Allocation Calculated Term TAL Amt 125.00
 Amount Awarded Term TALRsn Amt desc:

Override Rsn:
Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	itm
1	06/21/2010	08/14/2010	125.00	NIH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	itm

OK Cancel

GFS Topics

Note: it is not enough to zero the amount—you still need to zero out the Allocation

Click on the Allocation check box for Spring, enter 0 (zero) into the Amount field, and tab out! Repeat for summer.

STANFORD UNIVERSITY | AXESS

Resources | Employee Information | STARS (Training) | Search: | Add to Favorites | Sign out

Favorites | PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry

Term: 1104 09-10 Wtr

Overrides

Allocation Calculated Term TAL 125.00 Override Rsn:

Amount Awarded Term TALRsn Amt descr:

TAL Category: pp Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	Item
1	01/04/2010	03/19/2010		NH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	Item

Term: 1106 09-10 Spr

Overrides

Allocation Calculated Term TAL 125.00 Override Rsn:

Amount Awarded Term TALRsn Amt descr:

TAL Category: pp Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	Item
1	03/29/2010	06/09/2010		NH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	Item

Term: 1108 09-10 Sum

Overrides

Allocation Calculated Term TAL 125.00 Override Rsn:

Amount Awarded Term TALRsn Amt descr:

TAL Category: pp Other src

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	Item
1	06/21/2010	08/14/2010		NH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	Item

OK Cancel

GFS Topics

Scroll to top to verify that there are no line totals left, and then click OK.

Tal Detail

Aid Year: 2010 Aid Seq: TAL001 Amt Total Autumn Winter Spring Summer

PABQH Job # AST001 Line Totals

Term Distribution

Find | View 1 First 1-3 of 3 Last

Term: 1104 09-10 Wtr

Overrides

- Allocation Calculated Term TAL Amt 125.00
- Amount Awarded Term TALRsn Amt desc:

Override Rsn: Other src

TAL Category: pg

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Oral)	Charge Priority	Itm		
1	01/04/2010	03/19/2010		NH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	itm	+	-

Term: 1106 09-10 Spr

Overrides

- Allocation Calculated Term TAL Amt 125.00
- Amount Awarded Term TALRsn Amt desc:

Override Rsn: Other src

TAL Category: pg

Item Type Charging Detail

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Oral)	Charge Priority	Itm		
1	03/29/2010	06/09/2010		NH	870000000017	1026178	100	AABKS	51975	VLPO	TU_ONLY	itm	+	-

Term: 1108 09-10 Sum

Overrides

- Allocation Calculated Term TAL Amt 125.00
- Amount Awarded Term TALRsn Amt desc:

Override Rsn: Other src

TAL Category: pg

GFS Topics

Now complete the line, and press Save to route for Approval.

STANFORD UNIVERSITY | **AXESS**

Resources | Employee Information | STARS (Training)

Favorites | PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry

FLSHP Stipend | FLSHP Tuition | Assist Salary | **Assist TAL** | Work Panel

Aid Year: 2010 Institution: STANF

TAL Category	Total Amt	Autumn PD	Winter PD	Spring PD	Summer PD
All Awarded TAL	375.00		125.00	125.00	125.00

Assistantship TAL

Entry | Quarterly/Notes | WF Transaction

Aid Seg	Ident	*Pay Org	Job #	Appt Hrs	School Cd	Disb Plan	TAL Calc Total	Awarded Total	Detail	Status	Description	Approval Status
TAL001	PABQH	VAAA	AST001	40.00	MED	NM-Payroll			Detail	P	Pending	Pending
TAL002	UDADU	VAAA	AST002	40.00	MED	NM-Payroll	250.00	250.00	Detail	C	Complete	Approved
TAL003	UDADU	VAAA	AST003	20.00	MED	NM-Payroll	41.66	41.66	Detail	C	Complete	Approved
TAL004	EBMRF	VAAA	AST004	20.00	MED	NM-Payroll	41.67	41.67	Detail	C	Complete	Approved
TAL005	PABKV	VAAA	AST005	20.00	MED	NM-Payroll	41.67	41.67	Detail	C	Complete	Approved

Save | Return to Search | Notify

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel

GFS Topics

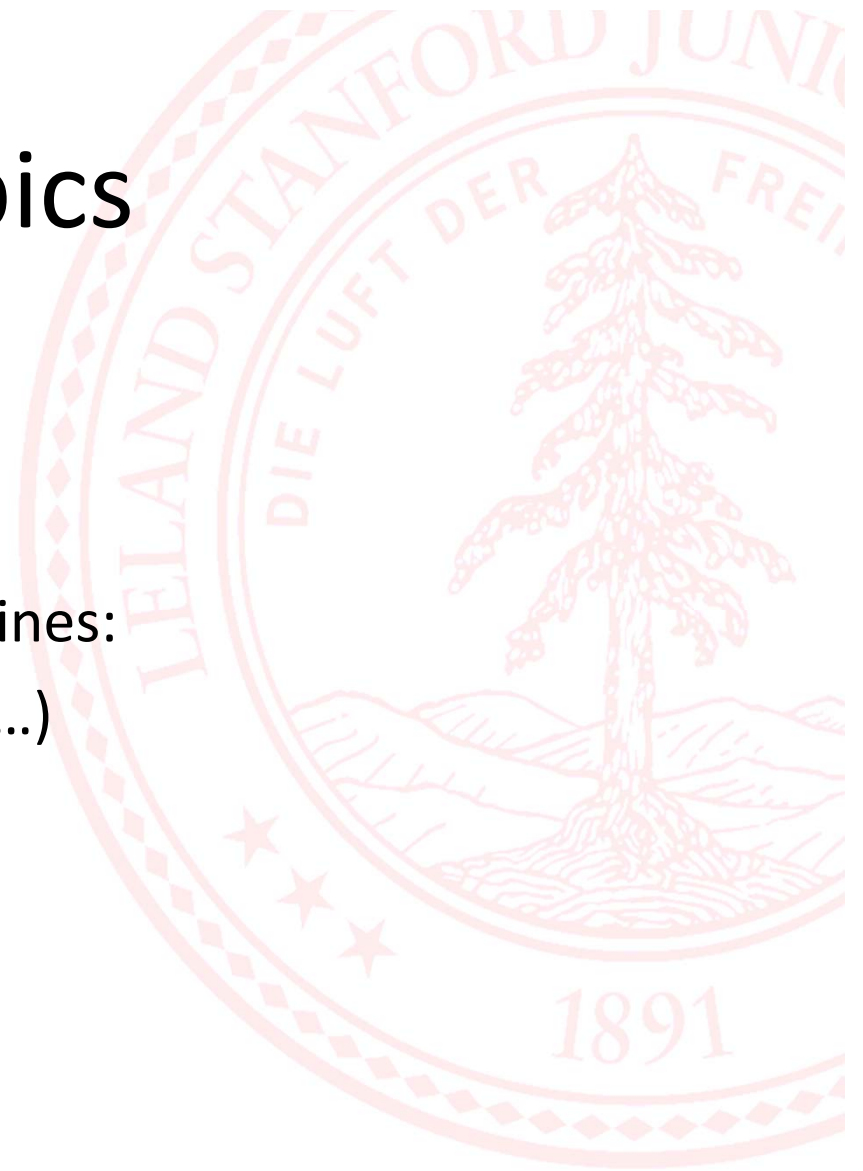
Stipend Line Termination

- When ending stipend lines due to postdoc termination, remember to remove any necessary TUT lines/quarters from the FLSHP Tuition tab.
- Sometimes, postdocs will move from stipend to salary. In these cases: Remember to remove any TUT for any quarters that they will have a salary payment.
- TAL over TUT in all cases

GFS Topics

Disbursement Plans

- For salary, stipend, and Info-Only lines:
 - **NM-Payroll** (not Qtr, not Sem, ...)
- For TAL and TUT:
 - Qtr (AWSS, AWS, ...)



GFS Topics

Aid Year Activation

- Postdocs should be activated as... PD (not NM)
 - Postdocs should not be activated as GRPD for more than one quarter
 - Should only be used when the postdoc is transitioning from a PhD student to a PD in the middle of a quarter
 - GR Tuition is charged for quarters with GRPD (not PD tuition)
 - Need to (actively) activate as PD for terms following the first quarter
- Note:** this must be done at the same time that the GRPD activation takes place—otherwise, the GRPD will keep copying over until the end of the Aid Year; after stipend or salary lines are entered, it may be impossible to go back and fix (still waiting to hear from the GFS gurus on a HelpSU ticket)

GFS Topics

Best Practices

- If a pay period is missed, enter the GFS line as it should have been entered, and send a HelpSU to payroll to have a check cut—do not add the amount to the current/next month.
- If a postdoc is funded from an outside foreign source, periodically check the exchange rate to make sure that their pay is still meeting the minimums.

GFS Topics

Best Practices

- When terminating pay lines, make sure to fully Complete (C) the pay lines, not just put them in Pending status. When I run my reports, it doesn't look disbursed.
- For maternity leaves and LOAs, terminate pay lines completely—lines should not be set to pending and then re-completed when the postdoc returns. New lines should then be entered upon their return.

GFS Topics

Going Forward, Expect...

- To be asked to clear Unapplied Aid on a more regular basis
- To keep up to date with TAL and TUT entry
- Enter in any and all necessary Info-Only lines, including Maternity Disability lines

In return, I will work on...

- Getting the ReportMart1 Unapplied Aid Report to work more effectively for postdoc administrators (export to Excel?)
- Getting a report that shows outstanding tuition bills for postdocs

Leave of Absence Form

Annelies Ransome



Leave of Absence (LOA)

- Form now on AXESS
- Postdoc Requests Form online
- Routing Goes through usual workflow
- Is Received and Reviewed by OPA
- J-1 Visa Regulations Apply
- Submit *prior* to start of LOA
- LOA form not used for maternity leave

- Live Now!

's Student Center

Academics

- [Search](#)
- [Enroll](#)
- [SimpleEnroll](#)
- [My Academics](#)
- [Explore Courses](#)
- [Explore Degrees](#)

You are not enrolled in classes.

[enrollment class picks](#)

other academic... [»](#)

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

Administrative Links

- [Registrar's Office](#)
- [Student Financial Services](#)
- [Financial Aid Office](#)

Finances

My Account

[View Financial History by Term](#)

Financial Aid

- [View Financial Aid](#)
- [Accept/Decline Awards](#)
- [Report Outside Scholarships](#)

You have no outstanding charges at this time.

[make a payment](#)

other financial... [»](#)

LOA Form is under “Personal Information” Menu Bar

Personal Information

[Emergency Contact](#)
[Privacy Settings](#)
other personal...

Contact Information

<u>Mailing Address</u>	<u>SEVIS (US)</u>
Menlo Park, CA 94025-5259 United States	Menlo Park, CA 94025
<u>Home Phone Number</u>	<u>Email</u>
	@stanford.edu

Support

[Access Help](#)

Other Links

[Vaden Health Center](#)

Postdoc Uses Drop Down Menu



The image illustrates a two-step process for a postdoc user. In the first step, a user is in a 'Personal Information' section. A dropdown menu is open, showing options like 'Addresses', 'Email Addresses', 'Phone Numbers', 'PostDoc Forms', 'Privacy Settings', and 'Student Check-In'. The 'PostDoc Forms' option is highlighted with a red circle and a mouse cursor. A blue arrow points to the second step, where the user is on the 'Postdoctoral Forms' page. The page title is 'Postdoctoral Forms' and the instruction is 'Choose request type and Continue.'. Under the 'Request Type' section, there are two radio button options: 'International Activity Reporting' and 'Leave Of Absence'. The 'Leave Of Absence' option is selected, indicated by a red circle and a mouse cursor. Below the options are 'Continue' and 'Back' buttons.

Postdoc's View of LOA Form

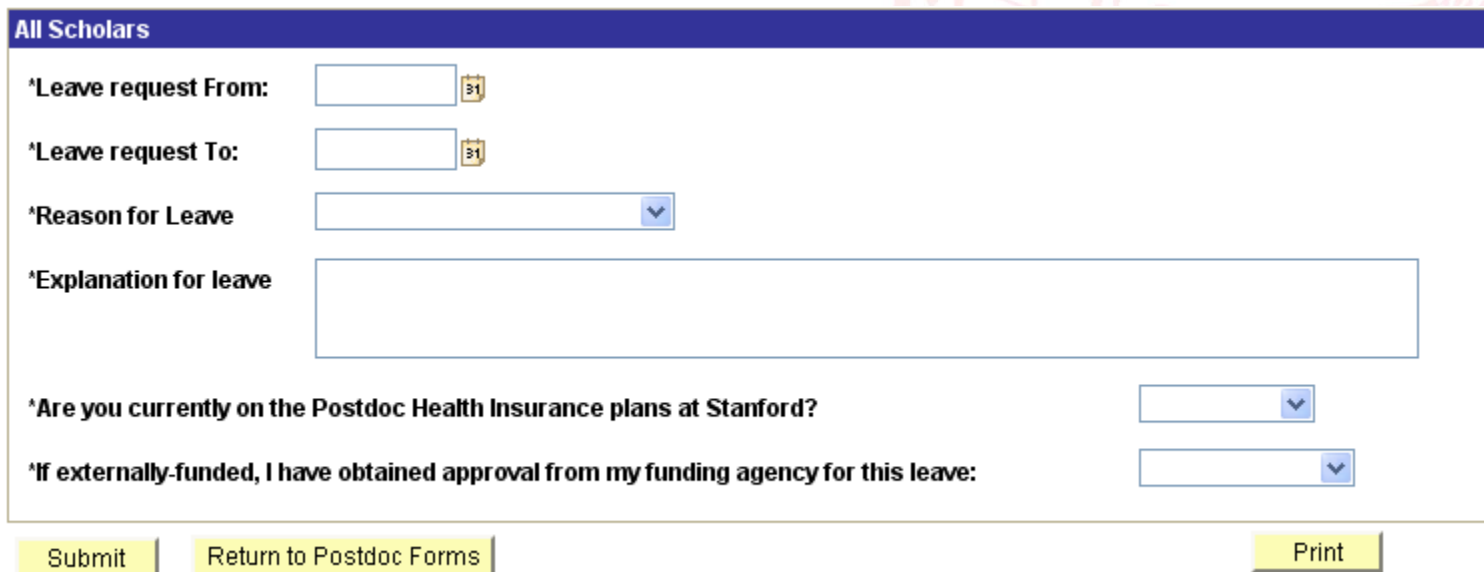
POSTDOCTORAL SCHOLAR UNPAID LEAVE OF ABSENCE REQUEST

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Bio Demo			
Student ID:	0987654	Name	
*Acad Org:	MICROIMMUN	Microbiology and Immunology	
Acad Plan:	Microbiology & Immunol (PD)	Acad Sub-Plan:	
Faculty Mentor:		Appointment End Date:	08/31/2013
International Scholars			
Visa/Permit Type:	<input type="text" value="J1"/> 	Visa permit end date:	08/31/2013
Other Visa type:	<input type="text"/>		
*Will you remain in US during your leave period:	<input type="text"/>		

Information that must be completed in the LOA Form

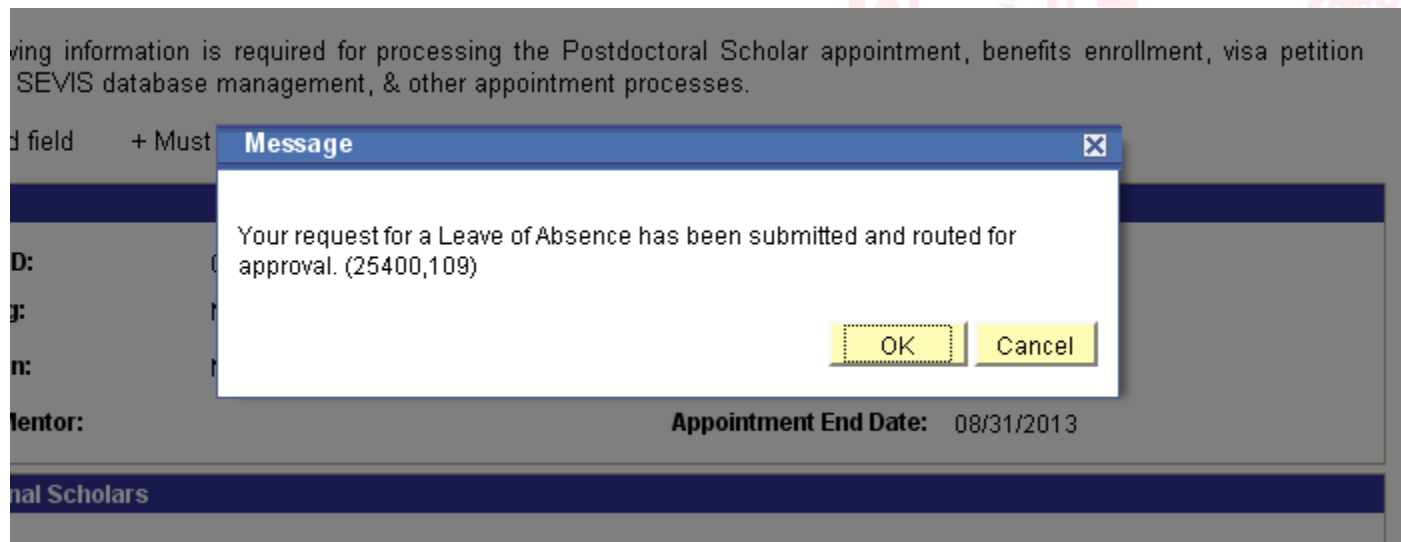


The screenshot shows a web form titled "All Scholars" with the following fields and controls:

- *Leave request From: (with a calendar icon)
- *Leave request To: (with a calendar icon)
- *Reason for Leave: (with a dropdown arrow)
- *Explanation for leave:
- *Are you currently on the Postdoc Health Insurance plans at Stanford?: (with a dropdown arrow)
- *If externally-funded, I have obtained approval from my funding agency for this leave: (with a dropdown arrow)

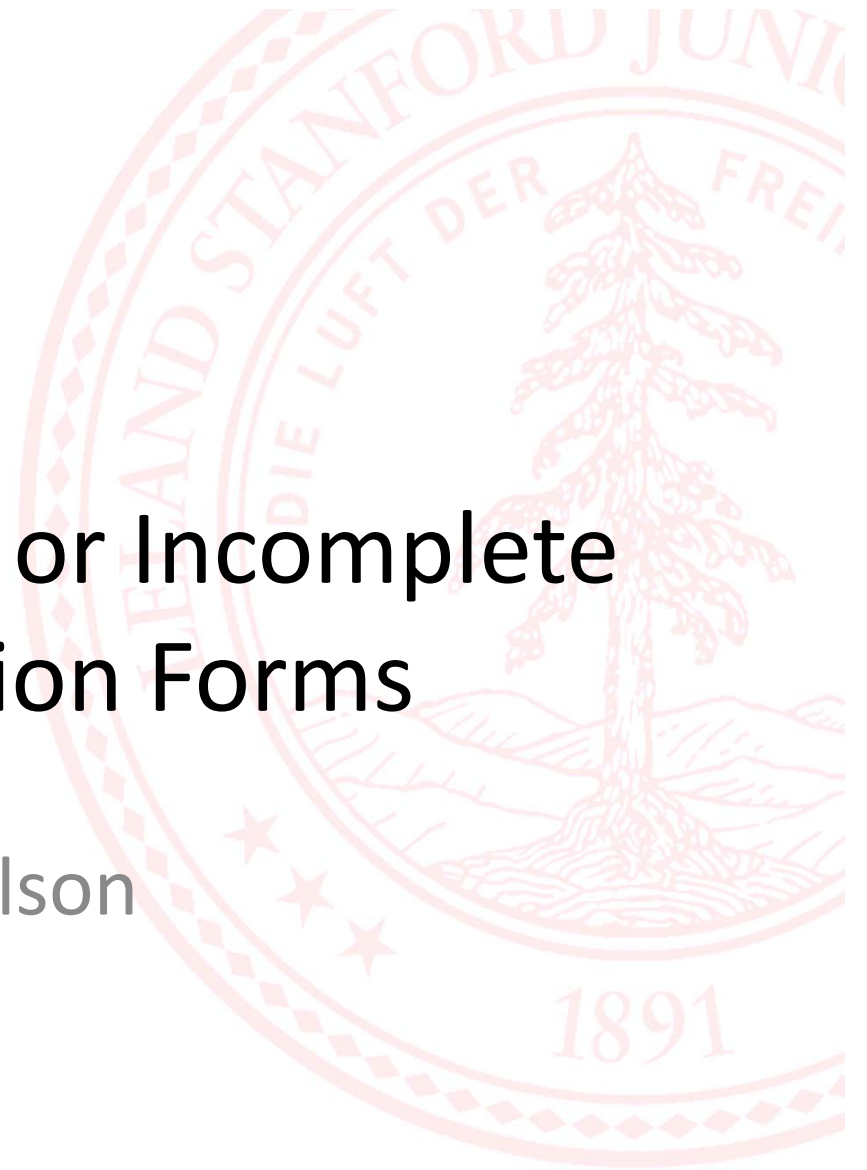
At the bottom of the form are three buttons: "Submit", "Return to Postdoc Forms", and "Print".

LOA Form Successfully Submitted



Submission of Early or Incomplete Recommendation Forms

Tammy Wilson



Submission of Early or Incomplete Recommendation Forms

- Early Submission is when you are asked to generate an offer letter several months ahead of the start date of the appointment.
- This often means that not all documents, especially proof of degree, is available.
- What to do?
 1. Admin creates and submits Recommendation Form
 2. DFA/Chair/Proxy approves Rec Form (generates offer letter)
 3. Postdoc accepts offer letter online
 4. Rec Form comes back to Admin workflow for verification/approval and submit to OPA.
 5. Admin should **HOLD REC FORM** in admin (your) workflow until you receive all the documents.

Do not submit incomplete appointment paperwork too far in advance of the start date. This Rec Form may be returned to you. Process will restart.

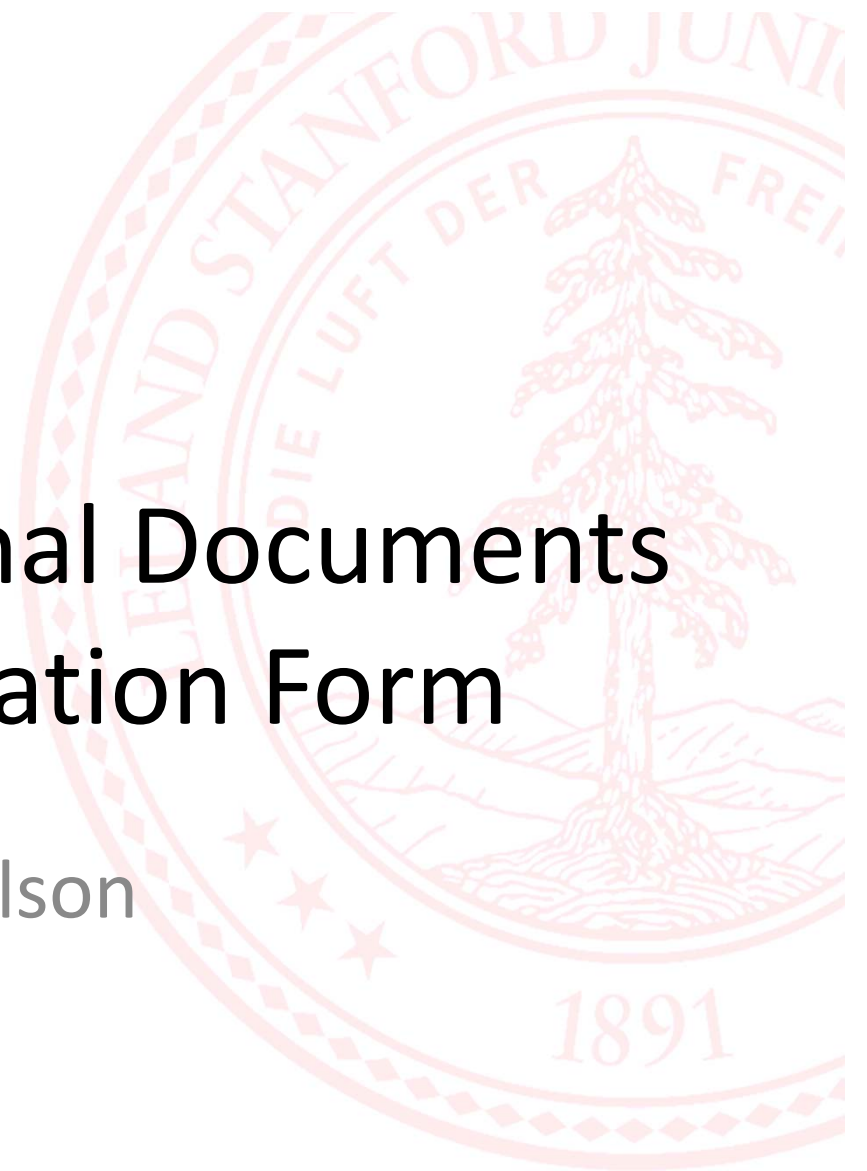
Do not submit a Recommendation to appoint without an accompanying submission of a DS-2019.

If you are interested in submitting an early appointment, you must be ready to submit an early DS-2019 at the same time.

(The above instructions should not be confused with the conditional appointment process sometimes granted to accommodate the required 8 week advance visa processing time)

Uploading Additional Documents to Recommendation Form

Tammy Wilson



Uploading Additional Documents to Recommendation Form

- After submission of the Recommendation Form, Admins may upload additional documents to the postdoc record – i.e., copy of diploma, notice of award letter, reappointment confirmation, etc.
- Consider the Rec Form Documents are the “online file” of the postdoctoral scholar

How to add a document to an existing postdoc record in PS

- Only possible for appointments that started in the system. Not possible for legacy records.
- Search for existing Recommendation Form in AXESS
 - Click on “Postdoc Administrative Forms”
 - Click on “Recommendation Form”
 - Enter postdoc “First Name” and “Last Name”, click “SEARCH”
 - In Search Results, click on the “Transaction ID” (rec form appears)
 - Scroll down to “Supporting Documents”
 - “Browse” and “Upload” the additional documents
 - **NOTIFY OPA** staff if necessary when additional documents are uploaded; there is no system-generated upload notice to OPA

Reporting Social Security Numbers to OPA

Tammy Wilson



Reporting SSNs to OPA

- SSNs are classified by the University as “Prohibited Data” and cannot be reported to OPA via email, voicemail, or HelpSU
 - Postdoc or Admin should complete the SSN Reporting Form available here:
<http://postdocs.stanford.edu/admin/pdfforms/SocialSecurityReportingForm.pdf>
 - Payroll I-9 Notice includes link to OPA SSN form
 - Please type in SSN and Stanford ID; illegible chicken scratch = processing delay (fillable form; do not “save” a completed SSN form to your machine)
 - Fax SSN form to 5-6106 (fax is in a locked room) or hand-deliver to 1215 Welch Road, Modular A, Room 88

Mentoring Expectations, Requirements and Form

Rania Sanford



Beyond Paperwork: Administrator Roles

- Local Orientations, directing/facilitating support resources, advocate for your postdocs
- Mentoring Initiative
 - Required for any extensions beyond 4 years
 - Will be required in the near future for a broader
 - Resources online for faculty
 - Include Mentoring Form in the materials you give to your incoming postdocs.

Upcoming Trainings

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

- **ClearBenefits Training (Register in STARS):**
 - Future dates will be added to STARS
- **PD Web Forms Training (Register in STARS):**
 - Sept. 13th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
 - Nov. 8th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
- **Policies and Procedures (Register in STARS):**
 - Oct. 11th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
- **Open Labs (Drop-in):**
 - First Fridays of Every Month, 9-noon in 427 Arguello Way

Questions?

Happy Summer!

