Postdoctoral Administrators Quarterly Meeting

November 9, 2017
10:00 a.m. – 11:30 a.m.
Alway M114

Agenda

❖ **Welcome – Annelies**

❖ **GFS Redesign – Shannon**

❖ **Pay Line End and Appointment End Dates - Shannon**

❖ **New Position Posting Page – Tammy**

❖ **Research Experience Calculator – Tammy**

❖ **New Postdoc Admin Info – Tammy**

❖ **Winter Closure Deadlines & Policies - Tammy**

❖ **Multiple & Duplicate ID Numbers – AI**

❖ **Open Lab and In-Person Training Classes – AI**

❖ **Mental Health Resources for Postdocs – Annelies**

Welcome!

Annelies Ransome

Associate Director for Operations
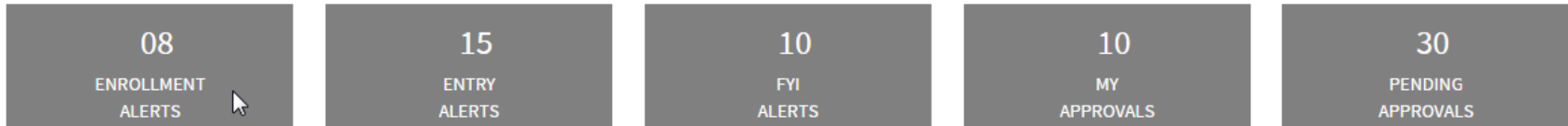
GFS Redesign

Shannon Monahan

Reporting Analyst

GFS Redesign

- Interface: modern and intuitive; minimizes data entry and clicks

- Pay line entry: all entry done in a single view

- Alerts: Users and approvers will be alerted of pending actions/updates

- Training delivery: online and aligned with user role assignment and utilize STARS

GFS Redesign

GFS Redesign

GFS Redesign

Sample Postdoc Alerts:

- Support does not meet required minimum annual funding amount.

- Salary was approved after the payroll deadline. Please review to determine if a retroactive payment is due or an overpayment has been made.

GFS Redesign
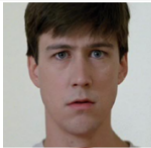
Other Sample Alerts:

- Student's Academic Program has changed; Please review or edit Home Org if needed.

- Aid has been entered AND student is not enrolled.

GFS Redesign

GFS Redesign

GFS Redesign

Expect some changes:

- How does one think about a postdoc's salary/stipend? Annually! Enter the annual amount into GFS and let the system calculate the pay period amounts for you.

- *Outside Funding* is now its own tab!

- *Other Payments* is now its own tab!
    - →Enter bonuses, hardship aid, relocation...

GFS Redesign

Project Timeline:

What	Who	When
User Acceptance Testing	Business Analysts	Nov 15 – Dec 3
User Acceptance Testing	Expert Users	Dec 4 – 15
UI Design Review	Novice Users	Week of Dec 4
Debug Issues	AS/Developers	Dec 18 – Jan 12
Round 2 UAT Testing	Analysts/Experts	Jan 15 – Feb 16
Training Review	Novice Users	Feb 1 – 16
Training Go Live	All	Mid February
There will also be opportunities to test BI Reporting in January and February		

GFS Redesign

Who to talk to?

Project Stakeholders	
Karen Cooper	Financial Aid Office
Kelly Wright	Financial Management Services
TJ Fletcher	Student Financial Services

Steering Committee			
Canice Auyeung	FAO	Shawna Powell-Blunt	Payroll
Nancy Child	FAO	Corrie Potter	IR&DS
Vrinda Gopal	Research & Compliance	Susan Weersing	H&S
Sally Gressens	School of Engineering	Dave Bunger	UIT
Larry Ibarra	Student Information Sys	Leo Volkov	AS
Rebecca Jantzen	VPGE	Prashanth Nellore	AS
Shannon Monahan	OPA	Christina Reynolds	AS

Pay Line End and Appointment Termination Dates

Shannon Monahan

Reporting Analyst

Pay Line End & Appointment Termination Dates

- GFS pay line end dates MUST end on the same day as the appointment end date on the termination web form
  - OPA is auditing for end date discrepancies
  - You will be notified by email and asked to revise the incorrect end date
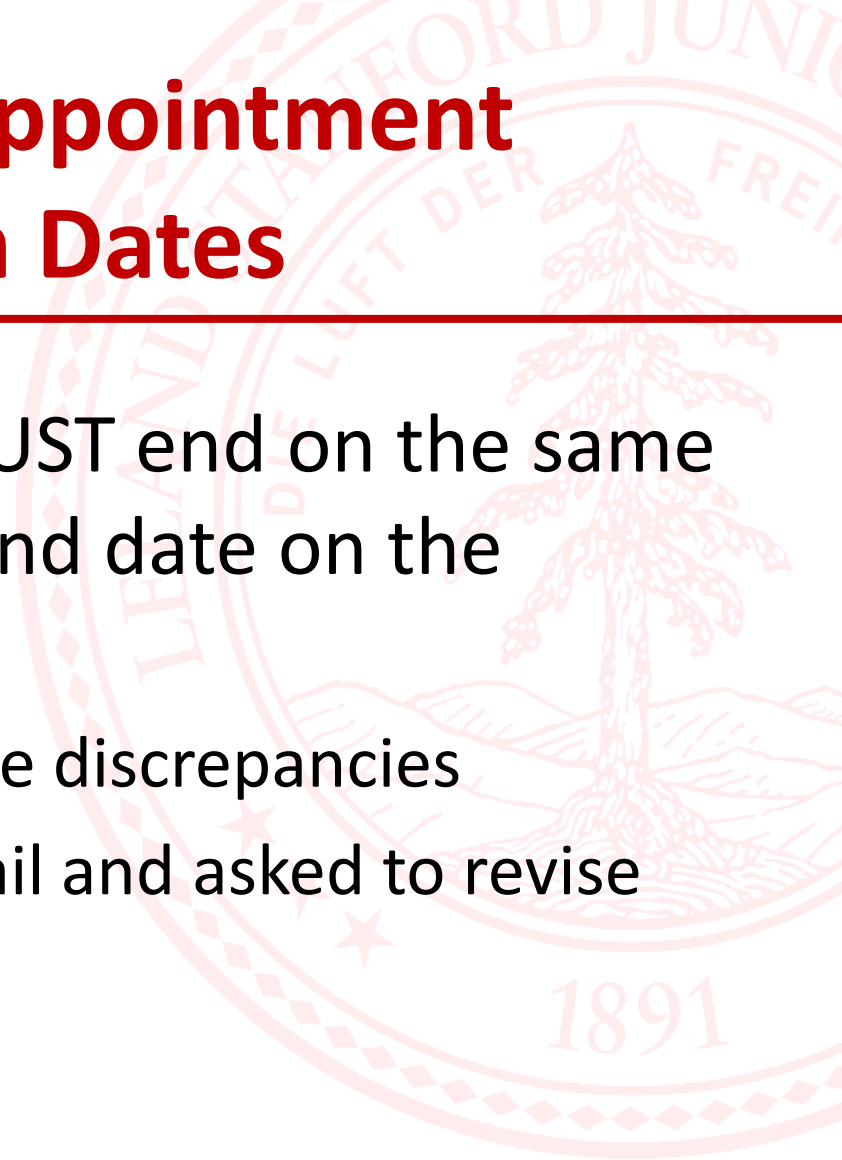
New Position Posting Page

Tammy Wilson

Postdoctoral Services Manager

New Position Posting Page

- https://postdocs.stanford.edu/postdoctoral-administrators
  - Click the "Submit a Postdoctoral Position" link
  - Requires SUNet ID login
  - Complete requested data fields, as applicable
  - Save
  - Entries can be edited and deleted, as needed
  - EEOC text is built into every post (please remove this text if included in your posting)

New Position Posting Page
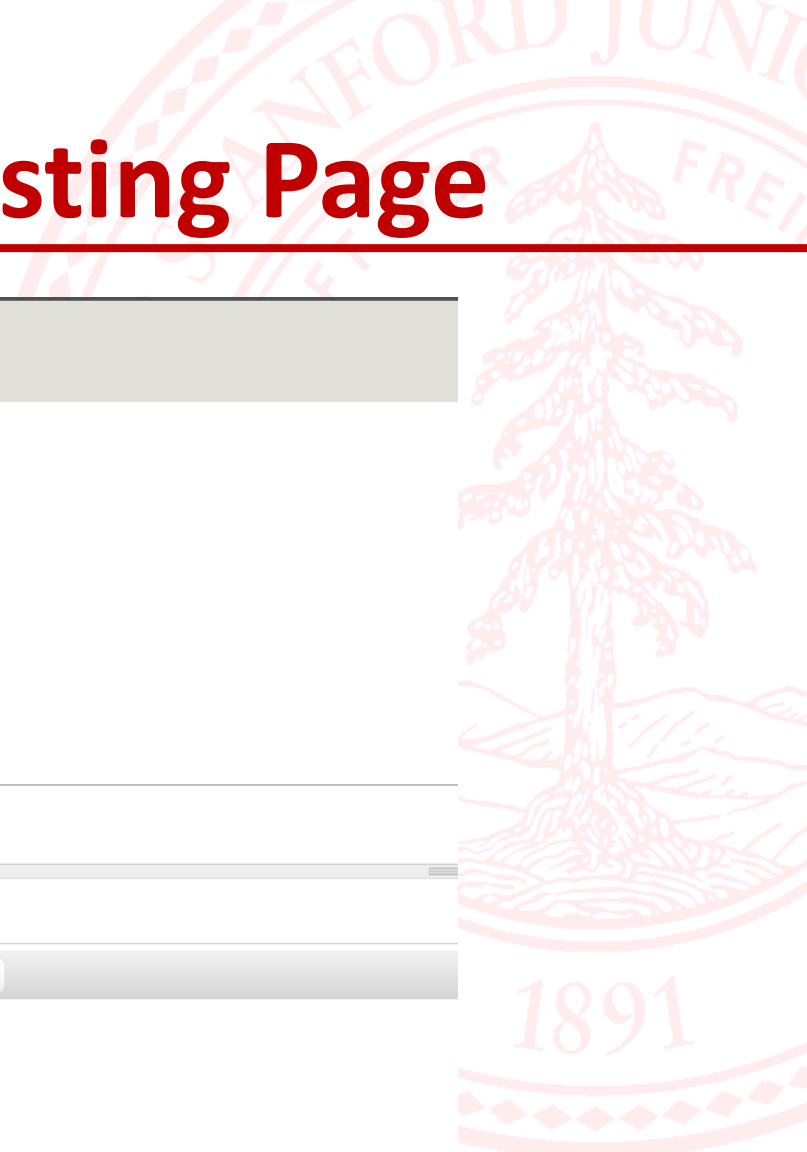
New Position Posting Page

New Position Posting Page

How to Submit Application Materials

B *I* [list icons] | [undo/redo icons] | [link icons] " [cut/copy/paste icons] | Format ▼ | [icon]

Disable rich-text

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <dd>
- Lines and paragraphs break automatically.

Other Mentor(s) if Applicable

URL path settings
Automatic alias

Meta tags
Using defaults

Revision information
New revision

Authoring information
By Tammy Jo Wilson

Publishing options
Not published

☑ Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias

Optionally specify an alternative URL by which this content can be accessed. For example, type "about" wh

Save
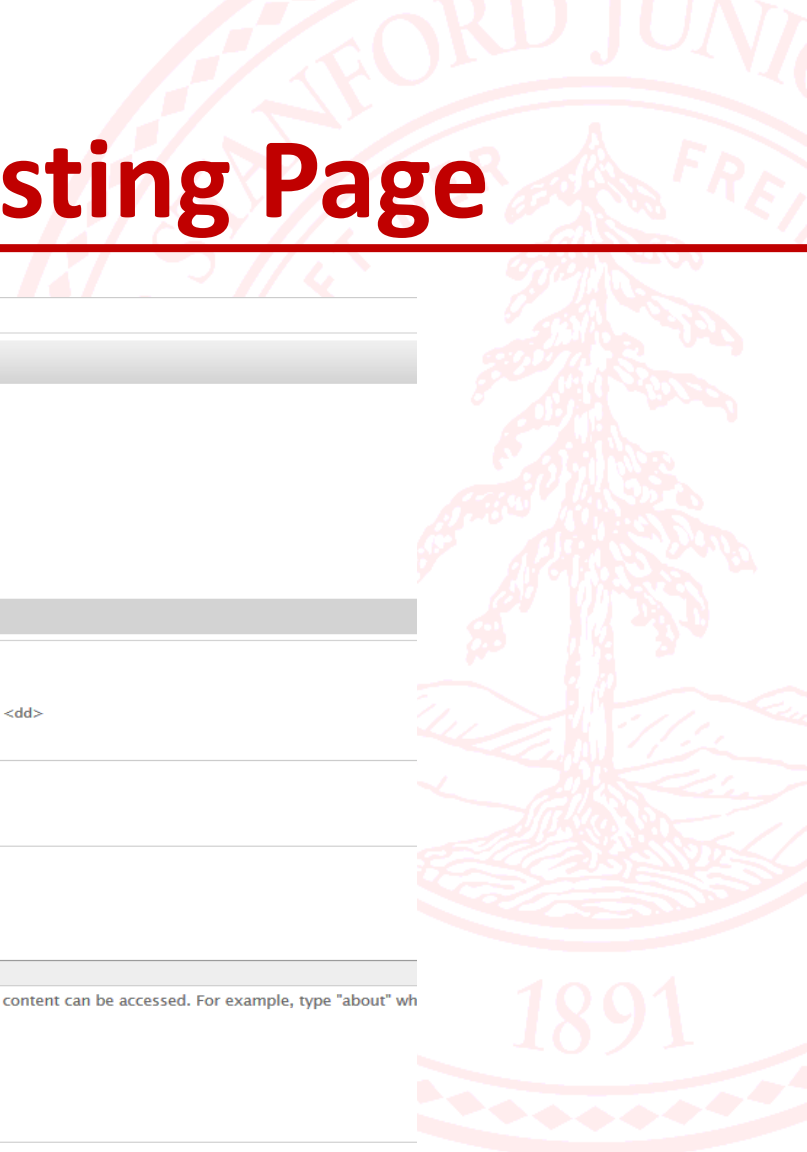
Research Experience Calculator

Tammy Wilson

Postdoctoral Services Manager
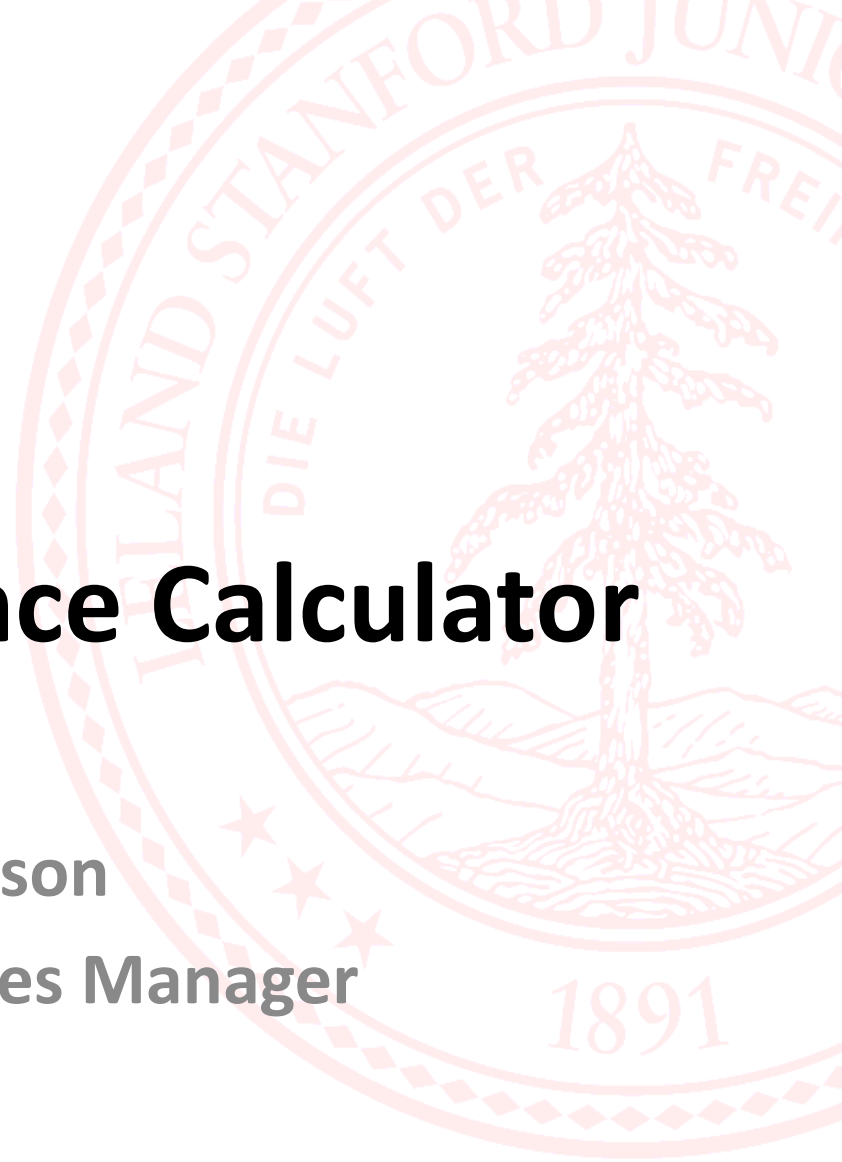
Research Experience Calculator

- Required for all new appointments and extensions with previous research experience
  - New appointments – complete and upload to recommendation form before submitting for approval
    - Recommendation form field "Previous research noted by dept" entry must match previous research total on calculator
  - Reappointments up to 60 months – complete and upload to approved recommendation form
  - Reappointments 61-72 months – include in 6th year extension request packet (do not upload)

Research Experience Calculator

- https://postdocs.stanford.edu/postdoctoral-administrators/how-quick-links/calculate-months-experience-research-non-clinical

- Specific calculation instructions are available on this web page and on the calculator

- Please complete all applicable entry fields

- Example of properly completed form on next slide

Research Experience Calculator

Postdoctoral Research Experience Calculator
Instructions Below

Date of Request	Type of Request (e.g., New Appointment with Previous Research Experience, 6th Training Year Policy Exception, etc.)
11/09/17	New appointment with previous research experience

Postdoc Name	Department Name	Postdoc Administrator Name	Faculty Sponsor(s) Name
Scotty Smalls	Physical Education	Wendy Peffercorn	Benjamin F. Rodriguez

Name of Doctoral Degree Institution	Date of Doctoral Degree Conferral	US Citizen or Current Visa Status? (ex: US Citizen; J-1 Visa; F-1 OPT; etc.)	Visa Issue to Address with this Request? (ex: Change of Visa Status; J-1 Visa Waiver, etc.)
UC Irvine	06/01/13	US Citizen	N/A

Research Position(s) (all previous and current)	Institution Name	Start Date (mm/dd/yy)	End Date (mm/dd/yy)	Research Experience (in years)	Research Experience (in months)	Discounted Time (in months, enter digits only)	COMBINED RESEARCH EXPERIENCE (in months)
Postdoctoral Scholar	Cal Poly	09/01/13	01/31/16	2	29		29
Postdoctoral Scholar	UC Berkeley	02/01/16	10/31/17	2	21		21
				0	0		0
				0	0		0
				0	0		0
COMBINED RESEARCH EXPERIENCE FROM ALL POSITIONS (If reappointment or transfer include current Stanford appointment dates above)							50

New appts: Total here must match Research Experience noted by Department field on Rec Form

Research Experience Calculator

	Requested New Appointment or Reappointment with Term Limit Policy Exception				
Requested Start Date (mm/dd/yy)	**Requested End Date** (mm/dd/yy)	**Research Experience** (in years)	**Research Experience** (in months)	**Combined Research Experience** (from above)	**COMBINED RESEARCH EXPERIENCE WITH NEW TERMS** (in months)
11/01/17	08/31/18	0.83	9.96	49.97	*60*
Postdoctoral appointment term limit is 60 months. Requests for 60 months combined research experience with new terms can be approved with supporting documents to OPA managers. Requests beyond 60 months require faculty subcommittee review. For more information please see: http://doresearch.stanford.edu/policies/research-policy-handbook/non-faculty-research-appointments/postdoctoral-scholars.					
Additional Notes:	N/A				

New Postdoc Admin Info

Tammy Wilson

Postdoctoral Services Manager

New Postdoc Admin Info

- New staff or current staff moving into a Postdoc Administrative role:
  - For entry into various OPA systems, please submit HelpSU with this information:
    - Department Name
    - Staff Name
    - EmplID
    - SUNet ID
    - What role (e.g., admin or approver) authority

Winter Closure Deadlines & Policies

Tammy Wilson

Postdoctoral Services Manager
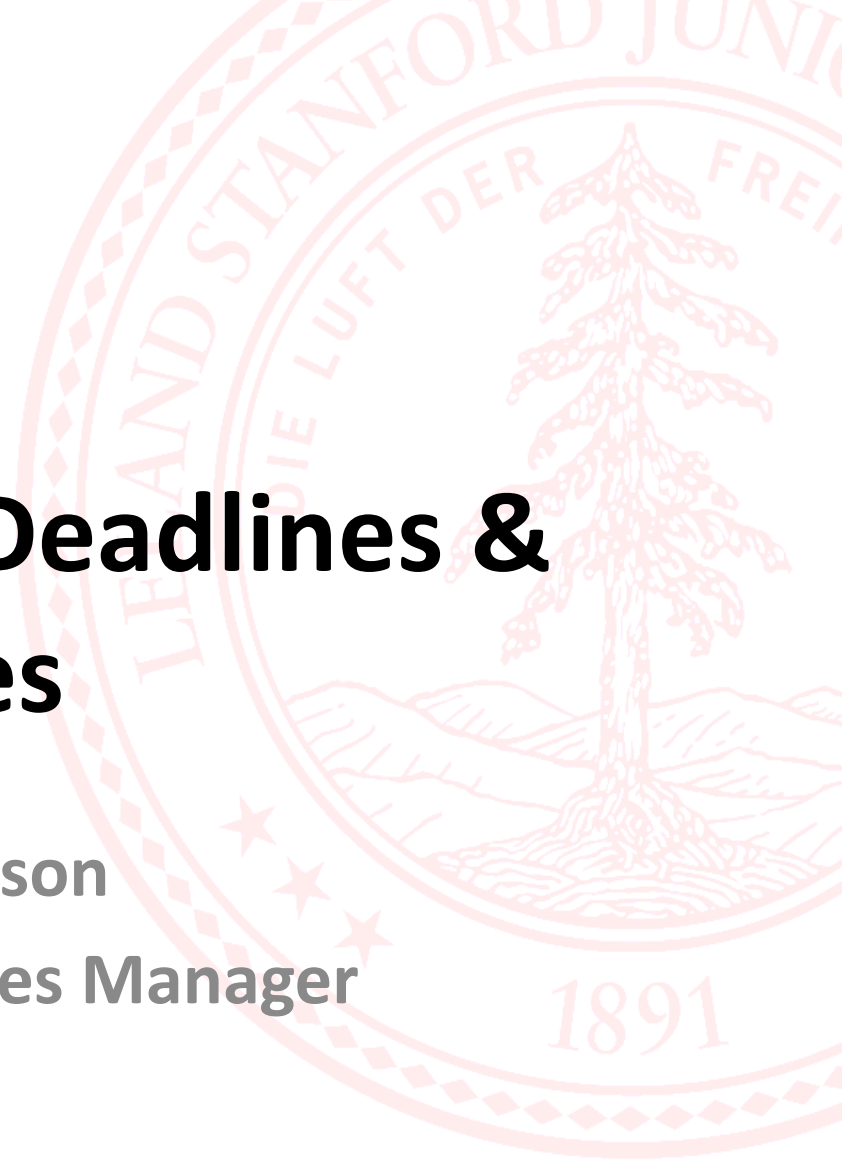
Winter Closure Web Forms Deadlines

- **Postdoc web forms with a J-1 Visa:**
  - Initial Appointment and DS-2019: **December 8th**
  - Reappointment and DS-2019 extension: **December 11th**
  - Change in start date or early termination and amendment of existing DS-2019: **December 11th**

Winter Closure Web Forms Deadlines

- **Postdoc web forms with an H-1B visa:**
  - Initial Appointments or Reappointment:

    November 9th

Winter Closure Web Forms Deadlines

- **Postdoc web forms for US citizens and permanent residents:**
  - Complete and accurate postdoc web form transactions with a January 2018 start date submitted by **Monday, December 18th** will be approved and a PeopleSoft student record created/updated no later than the end of business on Friday, December 22nd.

Winter Closure Policy

- University designated holidays are:
  - **Thanksgiving Holidays: Thursday, November 23 and Friday, November 24, 2017**
  - **Winter Closure Holidays: Monday, December 25, Tuesday, December 26th, and Monday, January 1, 2018**
- Additional 3 paid days off:
  - **Wednesday, December 27; Thursday, December 28; and Friday, December 29, 2017**
- Vacation/unpaid time off days:
  - **January 2-5th, 2018**
- *See the official OPA email of November 8th for additional terms and conditions*

Multiple and Duplicate ID Numbers

Al Murray

Postdoctoral Services Manager

Multiple & Duplicate IDs

- Recent issues with multiple or duplicate IDs for postdocs:
  - Do NOT sponsor You MUST ensure there is no pre-existing ID
  - Must include an existing ID in the Comments or Notes to Approver text box to notify OPA

Open Lab and In-Person Training

Al Murray

Postdoctoral Services Manager

Open Lab and In-Person Training

Open Lab and Classroom Postdoc Admin Training for Postdoc Policy and Web Forms:

- First Friday of every month, 8:00 am – 11:00 am
- No computers in the training rooms, please bring a laptop
  - **1265 Welch Road, MSOB, x140**
    - December 1, 2017
  - **LKSC 205/206**
    - January – August, 2018

Open Lab and In-Person Training

PeopleSoft Open Labs for GFS and GFS BI Reports have changed to 1:1 Zoom Sessions:

– Submit HelpSU to PeopleSoft GFS for remote session

- Request Category: Administrative Applications

  Request Type: PeopleSoft GFS

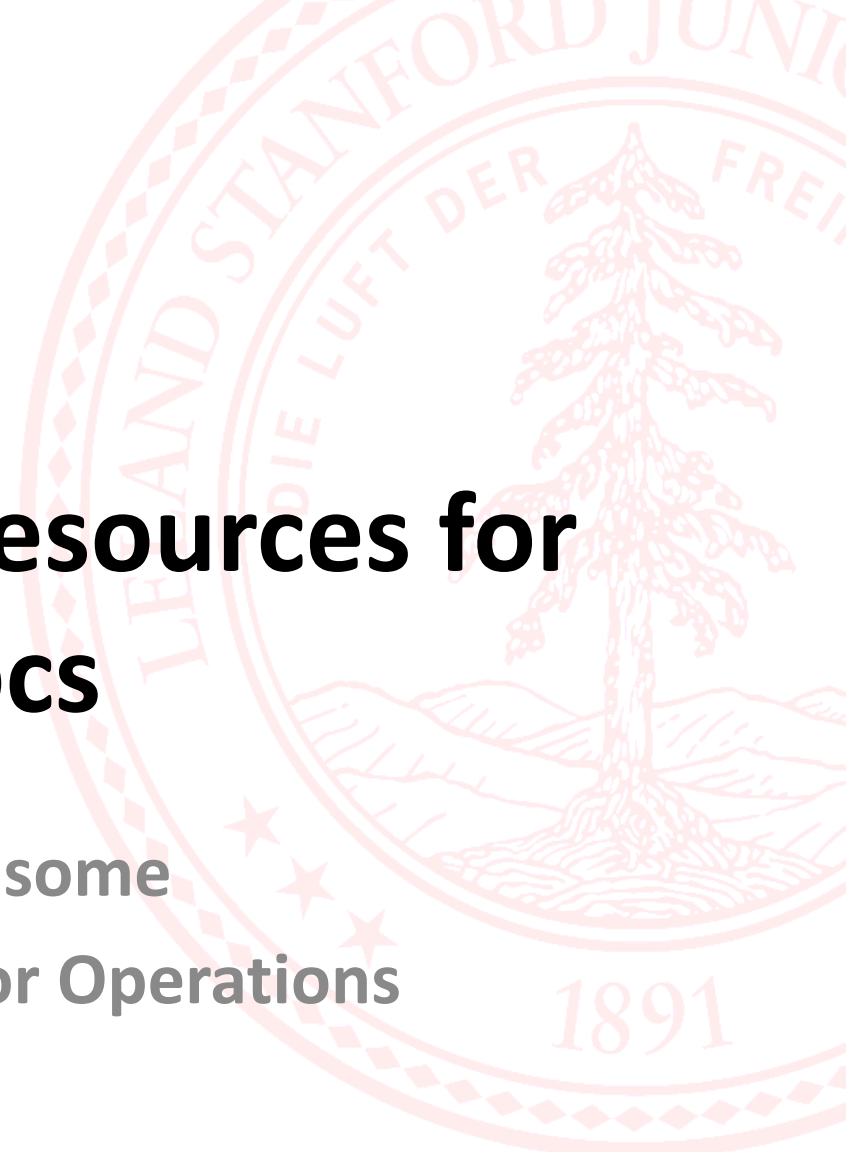- Or click on: https://helpsu.stanford.edu/helpsu/3.0/helpsu-form?pcat=PS-GFS

Other Resources:

http://gfs.stanford.edu

http://gfs.stanford.edu/gfspostdocs.html

Mental Health Resources for Postdocs

Annelies Ransome

Associate Director for Operations

Faculty Staff (and Postdocs)
[Help Center](#)

- **Did you know there are *four* locations?**
  - Main Office, Kingscote Gardens, 419 Lagunita Drive
  - Stanford School of Medicine
  - SLAC
  - San Jose (Moorpark Ave., near Hwys 280 & 880)
- **Services:** Counseling, Facilitated Conversations, Workshops, and Discussion Groups.
- **Also:** Departmental Consultation and Training, and Departmental Retreat Facilitation.

[Postdoc Assistance Program](#) - GuidanceResources

Confidential Counseling – 24 hours per day, seven days per week

This no-cost counseling service helps postdocs address stress, relationship and other personal issues. It is staffed by GuidanceConsultants - highly trained master's and doctoral level clinicians who will listen to your concerns and quickly refer you to in-person counseling and other resources for:

- Stress, anxiety and depression
- Relationship/marital conflicts
- Problems with children
- Job pressures
- Grief and loss
- Substance abuse

Other GuidanceResources Services: Financial Information & Resources, Legal Support and Resources, and WorkLife Solutions

Open Forum

Questions?

HelpSU.stanford.edu

Select "Other", then
"Category: Central Office Issues, " and
"Request Type: Postdoctoral Affairs."

For Postdoc Benefits: **postdocbenefits@stanford.edu** **(not HelpSU)**

Note: please do not email postdocaffairs@stanford.edu for urgent matters.