

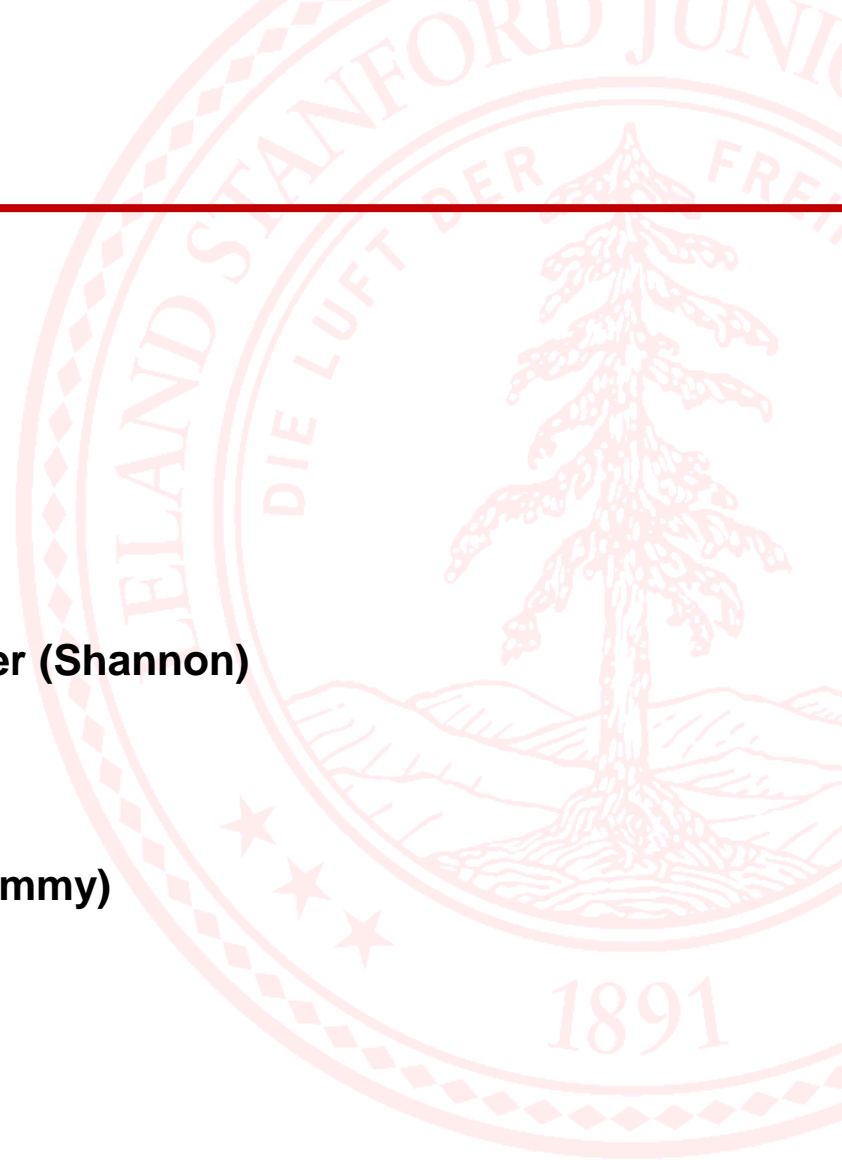
The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "L. D. STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom.

Postdoctoral Administrators Quarterly Meeting

**November 12, 2015
10:00 a.m. – 11:30 a.m.
Clark Center Auditorium**

Agenda

- ❖ **Postdoc Benefits Updates (Denise)**
- ❖ **Changes in Postdoc Disability (Sandra)**
- ❖ **Career Services at Stanford (Stephanie)**
- ❖ **Postdoc Salary Audit (Shannon)**
- ❖ **NIH-NSF Survey (Shannon)**
- ❖ **Webform Funding Descriptions Reminder (Shannon)**
- ❖ **OPA Staff (Sofie)**
- ❖ **Remembering Michelle Montalvo (Sofie)**
- ❖ **Winter Closure Policy and Deadlines (Tammy)**
- ❖ **Drop In Open Labs (Tammy)**



The background of the slide features a large, faint, light red watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the Latin motto "DIE LUFT DER FREI" (The air of the free) written around the tree. The year "1891" is at the bottom of the seal. The text "STANFORD JUNIOR" is visible at the top of the seal.

New Postdoc Benefits Website 2016 Insurance Rates Helpful Hints and Information

Denise Livengood

New Postdoc Benefits Website

postdocbenefits.stanford.edu

Stanford University SUNetID Login


Stanford | Postdoc Benefits

Search this site...


[Home](#) [Benefit Options](#) [Eligibility & Enrollment](#) [Programs & Activities](#) [Glossary of Health Care Terms](#) [Contact Us](#)

Welcome to Postdoc Benefits

Explore this site to find information about retirement, disability, wellness and things you need to know to make benefit decisions and changes.




About Us



Welcome to the Postdoc Benefits website. You will find information related to your postdoc benefits, including retirement, disability, wellness and things you need to know to make benefit decisions and changes. The Postdoc Benefits office regularly updates and adds information to this site in order for postdocs to stay informed about their benefits while at Stanford.

[Contact us](#)

In the Spotlight




Last week of Open Enrollment - Ends November 13th

Open Enrollment is the annual opportunity for postdoctoral scholars to change health care plans and to add or drop eligible dependents from coverage. Login now to [ClearBenefits](#) to make changes for 2016!

[2016 Benefits Guide](#)



Upcoming Information Sessions



The Postdocs Office offers two regular sessions for you to learn more about your benefit plans and options:

- **Postdoctoral Scholar Benefit Sessions**
Next session: November 19
- **Postdoc: Maternity/Paternity Information Sessions**
Next session: November 11

Connect

Contact Us

3160 Porter Dr, Suite 250
Palo Alto, CA 94304-8443
Phone: 650-724-9490
postdocbenefits@stanford.edu
[Map](#)

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New Postdoc Insurance Rates

- 2016 rate sheet is available on our website under [Eligibility & Enrollment/Forms and Resources](#)
- Medical premium increases
- Dental premium increase – PPO dental benefit increased to \$2200/person/year
- Life insurance increase – benefit increased to \$50,000
- All other rates remain the same
- 2016 total cost for postdoc only is \$655.22

Benefits Termination Policy

COBRA regulations state that we must notify our plan administrator within 30 days of a termination.

What this means for departments:

- To avoid paying health premiums beyond the termination date, an approved termination form must be received by the Postdoc Benefits Office by 3pm on the last day of the month in which the postdoc is terminating.
- Termination forms received 25 days or more after the termination date will have a termination date of the last day of the current month
- No longer able to refund premiums beyond the current month

Postdoc Benefits Helpful Hints

- Effective Jan 1, 2016, Aetna is the medical insurance carrier
- Postdocs filling out [arrival forms](#) will write Aetna for the name of the insurance provider
- J1 visa holders DO NOT have to enroll in the Blue Shield PPO plan (to be replaced by the Aetna POS Choice II)
- Ending a pay line in GFS does not terminate a postdoc nor end their benefits
- A termination form must be initiated by the department administrator in PeopleSoft
- Information about this process can be found on the Office of Postdoctoral Affairs [website](#)

Changes in Postdoc Disability

Sandra DeGaine



Career Services at Stanford

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 Latin motto "DIE LUFT DER FREI" (The Air of the Free) around it. The year "1891" is at the bottom, and "STANFORD JUNIOR" is at the top.

Stephanie K. Eberle

BEAM Career Education: <https://beam.stanford.edu/about-us>

Career Management Center (GSB): <https://www.gsb.stanford.edu/organizations/recruit/contact>

Stanford Law Career Center: <https://law.stanford.edu/office-of-career-services/>

Stanford EdCareers: <https://ed.stanford.edu/careers>

Career Services at Stanford

SCHOOL OF MEDICINE CAREER CENTER

– <http://med.stanford.edu/careercenter/>



Career Services at Stanford

- Team



Career Services at Stanford

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Our Current Mission:

The School of Medicine Career Center provides critical support for the exploration of career options, development of professional skill sets, and connections to opportunities. Through all of our services and offerings, we empower our trainees in both defining their individual passions and short and long term goals as well as those impacting other organizations, cultures, and communities regardless of external expectations of **career choice**.

Career Services at Stanford

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- **Our 3 C's**

- **CONNECTIONS:**

We provide resources, services, and events to allow trainees to connect with alumni, faculty, peers, and professionals in various fields in order to learn about academic, professional and career opportunities .

- **COUNSELING:**

Through 1:1 discussions, assessments and document review, we assist students in getting to know their interests, skills, and values and how these align with the various careers of choice available to them.

- **CURRICULUM:**

The classes and programs we offer give trainees the foundational knowledge and practical preparation necessary to develop the skills necessary to identify and succeed in their careers of choice.

Career Services at Stanford

• Curriculum

ADAPT: Your PhD, Your Future

Training Timeline	ADAPT defined	Activities
Entry	Acclimation: programs and activities to welcome you to Stanford University and familiarize you with the success factors of academic training	ADVANCE Orientation & Lab Coat Ceremony Foundations in Experimental Biology
Beginning (Early Years)	Development: Programs to help define and build academic and professional skills, interests, and values.	Academic courses Pizza and Beer (P&B) workshops: Setting Expectations, Choosing an Advisor, Choosing Rotations and Thesis Lab IDP Development workshops (e.g. – assessment, social media)
Middle (Middle Years)	Awareness: Panels and events to help identify career of choice options	Career Foundations: “Options” Career Panels (e.g., Biotechnology Business, Law, Finance) Biomedical and Biotechnology Industry Expo
End (Later Years)	Preparation: Coursework to refine and experience various careers of choice	Preparation and Practice (P&P) career courses (e.g., P&P Law) CEO course Internships
Exit	Transition: Workshops and immersion clinics to prepare for entrance into your career of choice	Workshops: CVs/Résumés, Cover Letters. Clinics: hands-on preparation and review (e.g., Academic Transitions: Applications, consulting interviews)

Research skills workshops

Mini-courses

Career-Specific Immersion Experiences

Grant writing support (i.e., Grant Writing Academy, SBSA, BioAIMS)

Career coaching and counseling

Career Services at Stanford

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Coming Soon:

- ✓ Revamped website
- ✓ Campus wide eLibrary system

Job postings and to make an appointment:

<https://susm-csm.symplicity.com/students/>

Career Services at Stanford

- somcareers@stanford.edu



Postdoc Salary Audit

Shannon Monahan

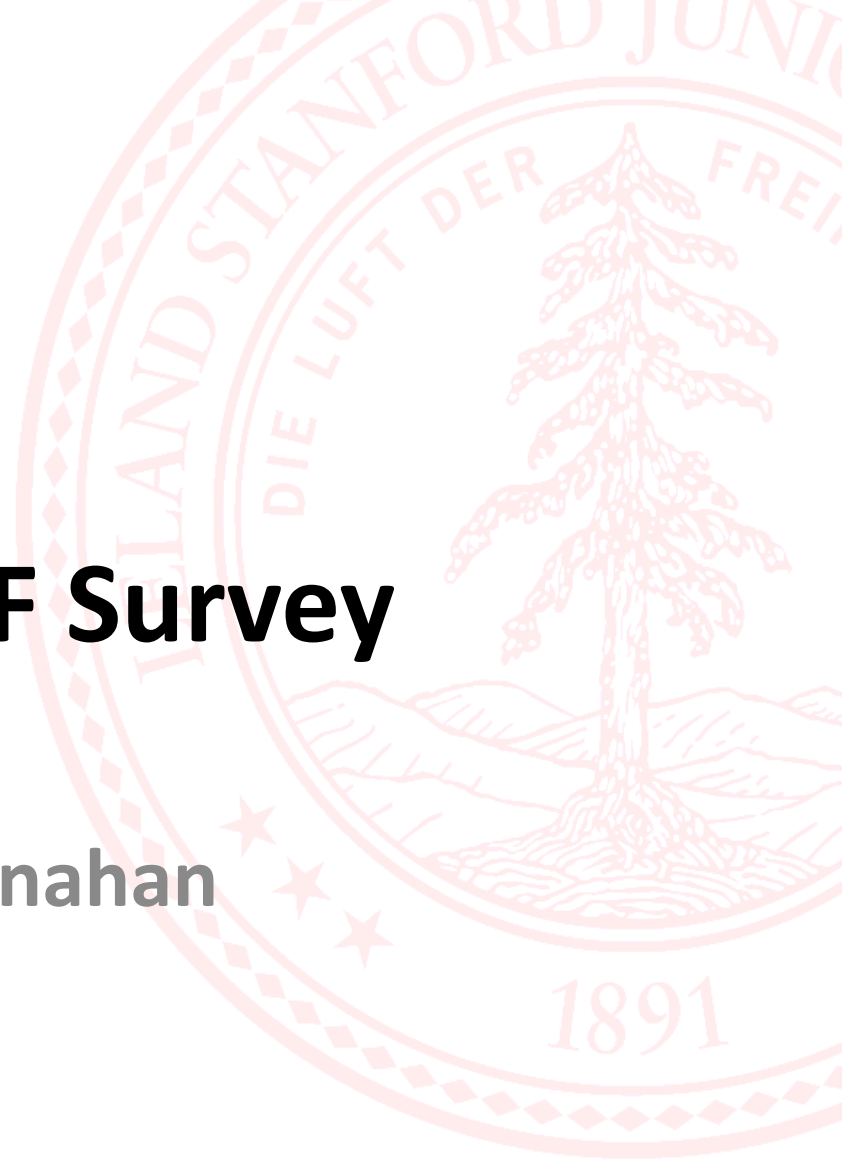


Postdoc Salary Audit

- All departments will be audited to verify the postdoc is paid the required minimum salary
 - Based on prior years experience or PGY
- REMINDER: Info-Only lines are REQUIRED to be entered in GFS to reflect Outside Funding
 - Use Disb Plan of NM-Payroll (not quarters or semesters), so that the exact start and end dates may be entered

2015 NIH-NSF Survey

Shannon Monahan



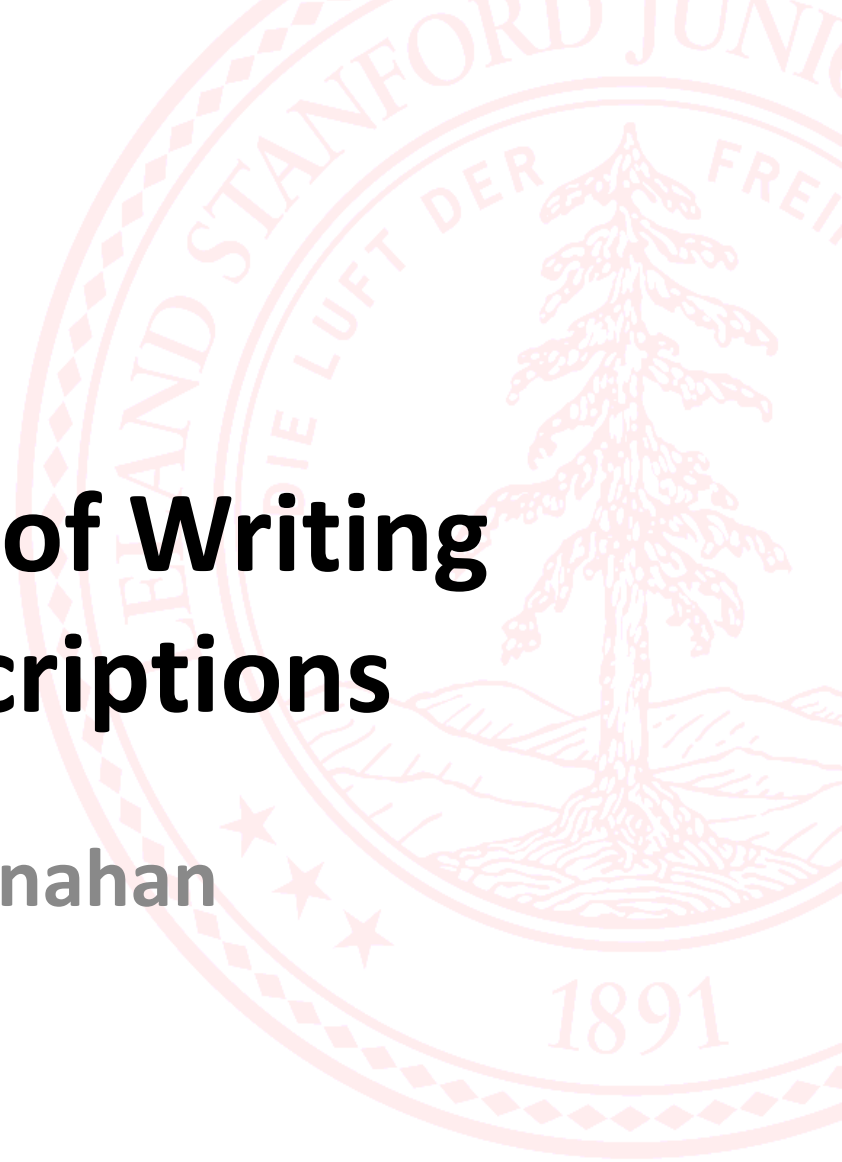
2015 NIH-NSF Survey

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- Shannon's Part
 - Again in 2015, Shannon will acquire and upload all postdoc data (*Bio/Demo, Funding, Degrees*)
 - In the SOM, bioscience grad student data will also be entered
- Your (Admin) Responsibility
 - Verify the postdoc data looks correct
 - Enter data for Non-Faculty Researchers (*Gender and Degree info*)

Preferred Way of Writing Funding Descriptions

Shannon Monahan



Webform Funding Descriptions

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 'LUDWIG STANFORD JUNIOR' at the top and '1891' at the bottom. The seal is rendered in a light red color.

- New guidelines for writing Funding Descriptions in the Text Box on both Recommendation and Change Forms
- Provide the following information:
 - US or Foreign
 - Agency/Fellowship Name
 - Dates of Funding
- Examples:
 - Foreign; Swiss National Fndg Fllshp; 5/1/15 – 4/30/16
 - US; John Doe Gift Funds; 10/1/15 – 9/30/17

OPA Staff....

Sofie Kleppner



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 "DIE LUFT DER FREI" above it and "1891" below it. The outer ring of the seal contains the text "LELAND STANFORD JUNIOR".

OPA Staff.... We are GROWING

Sofie Kleppner

Postdoc Staff

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

Introducing...

- Denise Livengood – Benefits Analyst
- Sandra DeGaine – Benefits Manager
- Robin Sugiura – Associate Director of Programs

We are now prepared to take over the world

Remembering Michelle Montalvo

Sofie Kleppner





Michelle L. Montalvo

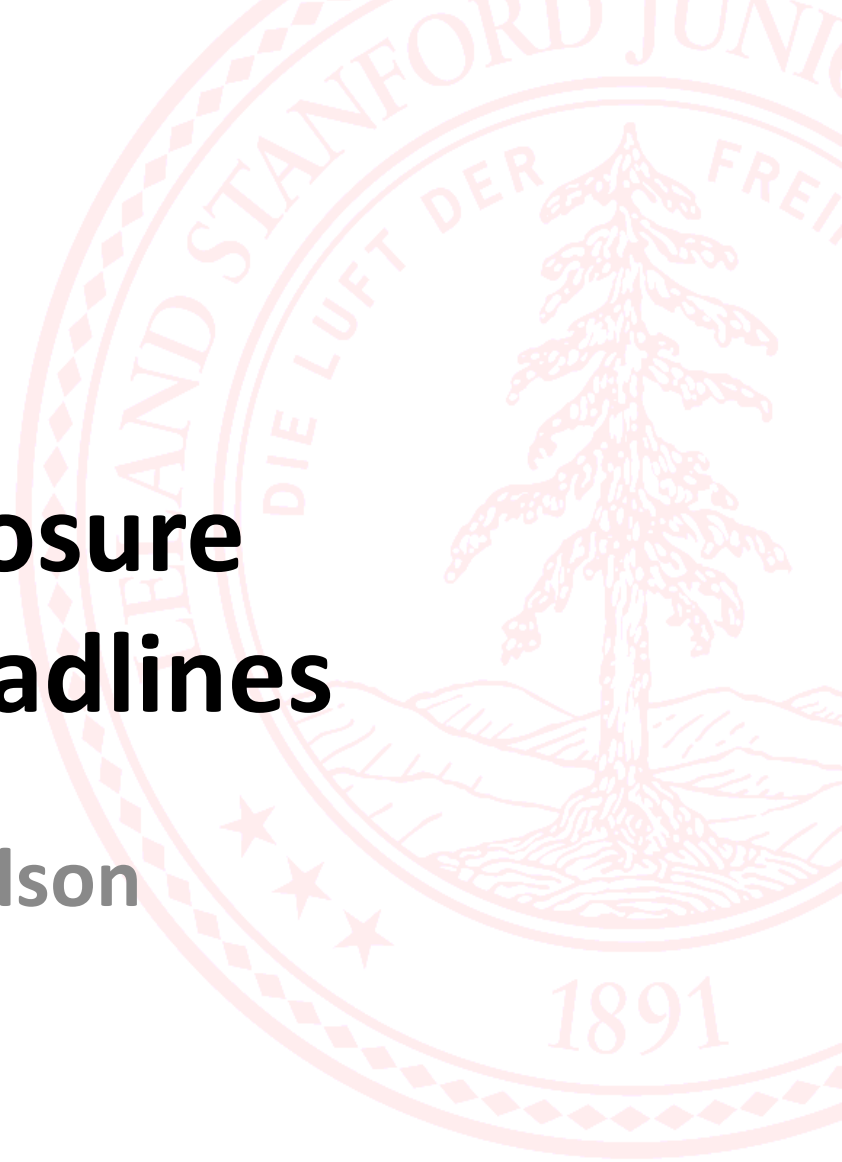
*Directorate Coordinator, Student and Visitor Affairs
Stanford Synchrotron Radiation Lightsource (SSRL)*

03/14/1961 – 10/22/2015



Winter Closure Policy & Deadlines

Tammy Wilson



Winter Closure Policy

- Postdoctoral scholars typically observe the official University designated holidays on the dates below or at a time agreeable with their faculty/PI's depending on the research group/lab schedule.
 - Postdoctoral scholars may not cover the designated holidays with their accrued days of paid sick or vacation leave.
 - With prior faculty/PI approval, Postdoctoral scholars may accomplish their assigned work remotely, without taking vacation days during those days.
- Designated holidays are:
 - **Thanksgiving holidays:**
 - Thursday, November 26, and Friday, November 27, 2015
 - **Winter closure designated holidays:**

• Monday, December 21, 2015	Paid day off if lab is shutdown
• Tuesday, December 22, 2015	Paid day off if lab is shutdown
• Wednesday, December 23, 2015	Paid day off if lab is shutdown
• Thursday, December 24, 2015	University Holiday
• Friday, December 25, 2015	University Holiday
• Monday, December 28, 2015	Vacation/PTO/Unpaid time off if lab is shutdown
• Tuesday, December 29, 2015	Vacation/PTO/Unpaid time off if lab is shutdown
• Wednesday, December 30, 2015	Vacation/PTO/Unpaid time off if lab is shutdown
• Thursday, December 31, 2015	Vacation/PTO/Unpaid time off if lab is shutdown
• Friday, January 1, 2016	University Holiday

Winter Closure Deadlines

FOR TRANSACTIONS THAT MUST BE PROCESSED BEFORE WINTER CLOSURE

- Initial Appointments (Recommendation Form) and DS-2019 with a January start date:
 - **December 4th** in order to meet Bechtel's deadline of December 11th
- Appointment Extension (Change Form) and Extension of DS-2019:
 - **December 8th** in order to meet Bechtel's deadline of December 15th
- Changes in start date* or early termination and the accompanying amendment of existing DS-2019:
 - **December 8th** in order to meet Bechtel's deadline of December 15th
 - * *Process a Change Transaction to indicate new start date after Recommendation Form has been approved and record loaded to PeopleSoft.*
- J Scholar Arrival and Insurance Confirmation web forms:
 - December 17th; must be submitted only after arrival in the U.S.
- Initial Appointments (Recommendation Form) or Extension of Appointment (Change Form) for holders of H-1B visas:
 - **November 2nd** in order to meet Bechtel's deadline of November 9th

Winter Closure Deadlines

FOR TRANSACTIONS THAT MUST BE PROCESSED BEFORE WINTER CLOSURE

- US citizens or permanent residents only:
 - All transactions submitted by **Wednesday, December 16th** will be approved and a PeopleSoft student record created/updated by the end of business on Friday, December 18th
- OPA reviews and approves appointment actions (new appointments, terminations and changes) within five business days from receipt, provided that the submissions are accurate and complete.
- International Scholars require additional processing steps of the related visa documents in two offices, so additional time has been added to the deadlines listed above to allow for the full review and approval process to take place.

Drop-In Open Labs

Tammy Wilson



Drop-In Open Labs

- Open Labs for Help with Postdoc 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*
 - NOTE: NEW LOCATION for select Postdoc Open Labs
 - **Dec 4, 2015: 1265 Welch Road, MSOB, x140**
 - Postdoc Open Labs at MSOB are staffed only by OPA (no PeopleSoft/GFS)
 - MSOB does not have computers, so you may want to bring your laptop
 - *The PeopleSoft Open Lab remains at the Birch Modular for ALL dates*
- PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
 - Every Friday, 9:00 am – Noon
 - [Birch Modular, Lab B \(215 Panama St\)](#)

Open Forum

Questions?

HelpSU.stanford.edu

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