

# Welcome!!!



Stanford

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

# Designing your Postdoc

	Postdocs	Postdoc Admins
September	27	
October	45	
November	23	
December	32	9
January	38	9
March	37	
May	26	16
June	26	7
<b>8 sessions</b>	<b>254</b>	<b>41</b>

New Salary Effective 9/1/19

**\$62,700**

# Introducing... Kevin Heller, EdD

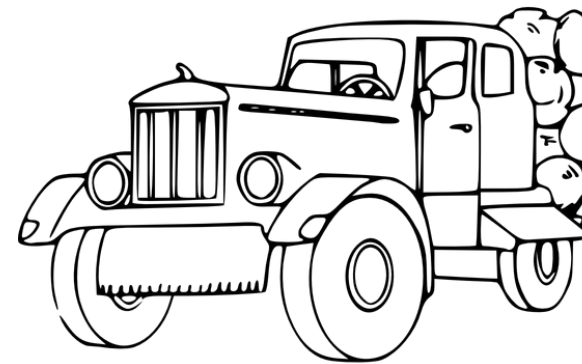
- Former teacher turned administrator
- UC Santa Cruz
- UC Board of Admissions
- Project and program management
- Navigating bureaucracy
- Streamlining processes
- Making information more easily available
- KeyForge enthusiast
- Gardener (ask me about my Yellow Boy tomatoes!)

- EdD, UC Davis
- MA, St. Cloud State
- BA, University of



# Individual Development Plan (IDP) Update

- IDP meetings should still be happening, despite system being offline.
- Coming online soon:
  - Postdocs will receive emails about logging meeting dates
  - Limited capacity, so soft rollout around August/September.



# Postdoc Admin mentoring group

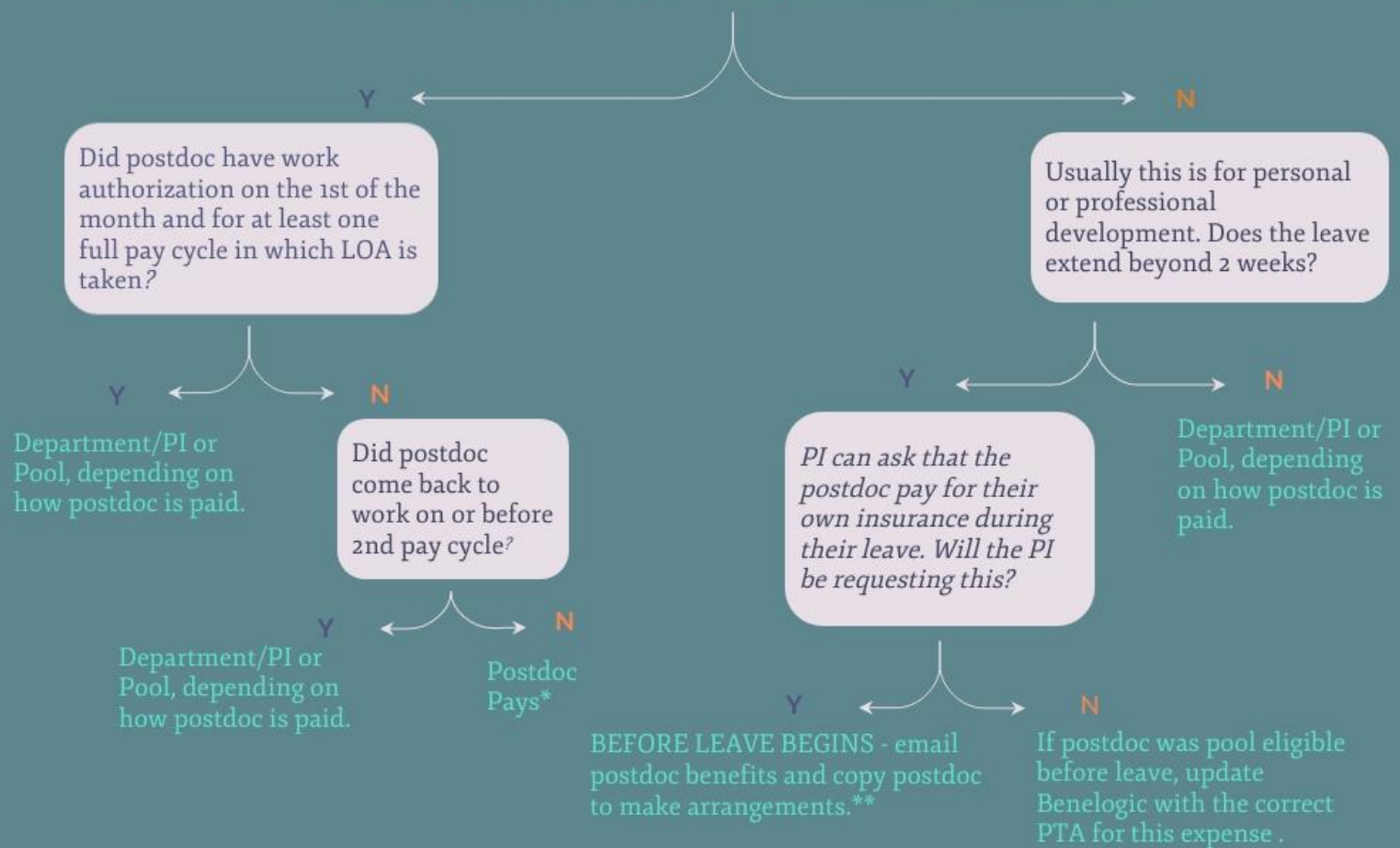
- Asking for your help
  - onboarding new admins  
(KnowledgeBase? FAQ? Processes?)
  - helping OPA improve processes
  - expect an email with more details  
also feel free to email me in the  
meantime! [kwheller@stanford.edu](mailto:kwheller@stanford.edu)

# Leave of Absence – Benefits Coverage

- General unpaid leave of absence
  - Benefits can be paid on behalf of postdoc by PI
  - PI may ask that postdoc pay for their benefits while on leave
    - BEFORE LEAVE BEGINS: Email Postdoc Benefits with postdoc on copy to ensure arrangements are made prior to leave
    - Payment arrangements cannot be made after leave begins
- Leave of Absence due to lapsed work authorization
  - PI/Pool cannot pay for benefits in some instances
  - It's about timing!

# Who pays for health premiums when postdoc is on LOA?

## Is LOA due to loss of work authorization?



\*Serious consequences to Stanford if payment arrangements are not made before leave begins

\*\*payment arrangements can not be made after leave begins.



# Term Limits Exceptions – 6<sup>th</sup> year of train

- New cover sheet required with supporting documents
  - <https://postdocs.stanford.edu/postdoctoral-administrators/how-quick-links/extend-postdoctoral-appointments>
- Dual Approval Timelines - H-1B approvals are taking longer!!!
  - 6th year: 1-2 months
  - Transition to H-1B (6th year approval contingent): 3-4 months
- TIMING IS CRITICAL for requests that include transition from J H-1B visa, please consult with OPA and with Bechtel
  - Rush requests put a strain on everyone in the approval chain
  - We would appreciate your input:
    - What reminder messaging would be useful to you?
    - What timing of messaging would be helpful to you?

# Postdoctoral Services

Postdoctoral Services > Postdoc Appointment Ad...

## SERVICE CATEGORIES

General Inquiries & Policy

Postdoc Systems

Postdoc Fellowships

Verifications & Certifications

**Postdoc Appointment Administration**

Payroll for Postdocs

Postdoc Data & Reporting

Financial Assistance Programs

WorkLife Programs for Postdocs

## Postdoc Appointment Administration

Filter results



Submit Outside Funding Letter for Review



Check Status of Pending PD Web Form Transaction



Get Help with Postdoc Issues



Inquire about Postdoc Policy



Request Postdoc Data or a Report



Request to be Co-Postdoc Administrator

# Outside Funding - What are we looking for

- Competitive Fellowship - YES
- Wedding Supply Company - NO
- We are paying Dr. X - ??? Who? What? Why? When?
  - Award letters must be in English, on letterhead, signed by agency official
  - Must provide exact start and end dates and specific funding amount
  - Must specify use of funds intended for benefits or other coverages

# Workers' Compensation for Postdocs

- Postdocs with work-related injuries and illnesses may be eligible for workers' compensation benefits.
  - **Step 1:** Help your postdoc seek medical attention
  - **Step 2:** Complete documentation
  - **Step 3:** Address/Report the hazard
  - **Step 4:** Work with Postdoc Disability Specialist if postdoc will be lost from work
  - **Step 5:** Return to work efforts
- Step Details can be found on the following link:  
<https://orm.stanford.edu/insurance/workers-compensation/supervisors-and-man>
- Additional information can be found on the following link:  
<https://orm.stanford.edu/insurance/workers-compensation>

# Postdoc Disability - Friendly Reminders

- Refer postdocs to [postdocbenefits@stanford.edu](mailto:postdocbenefits@stanford.edu) for information about maternity, paternity, family care, and medical disability leaves
- We offer quarterly informational sessions to postdocs to learn about the maternity/paternity leave benefits. Registration links: <https://postdocbenefits.stanford.edu/program-activities/information-sessions/maternity-paternity>
- Postdocs who are benefits pool eligible prior to their leave start date remain eligible during their approved disability, family, or baby bonding leave.
  - Assist Type = RAF: Correct fringe rate is charged during their leave = Pool Eligible.
  - Assist Type = RAFC: Incorrect fringe rate is charged during their leave = Not Pool Eligible.
- New: Postdoc Disability Specialist enters disability supplement pay line in GFS.

Congratulations Denise!!

**5 YEARS!!!**

Congratulations AI!!!

**25 YEARS!!!**