2017 Winter Closure Checklist for Postdocs

To help postdocs manage Stanford University’s closures in November, December, and January, the Office of Postdoctoral Affairs (OPA) has prepared this list of closure dates with a checklist of recommended actions.

University Holiday and Winter Closure Dates:

- **Thanksgiving Holidays:** Nov. 23, 2017, and Nov. 24, 2017
- The last day of regular University operations in 2017 will be Friday, Dec. 22, 2017.
- **Winter Closure Dates:** Monday, Dec. 25, 2017, through Friday, Jan. 5, 2018, for those areas of the University designated to close.
- Regular operations resume on Monday, January 8, 2018.
- Please note that some offices may close early on Nov. 22nd and Dec. 22nd.

General Reminders Checklist:

✓ **Familiarize yourself with the winter holidays for postdocs**
  - Information for postdocs can be found online at: [https://postdocs.stanford.edu/winter-closure](https://postdocs.stanford.edu/winter-closure)

✓ **Need support during Thanksgiving or Winter Closure?**
  - Confidential Free Assistance for Postdocs (24-hours/7-days): [GuidanceResources for Postdocs](https://postdocs.stanford.edu/winter-closure)
  - Associate Dean for Postdoctoral Affairs, Dr. Sofie Kleppner: kleppner@stanford.edu (will be checking email)

✓ **Check with your department about your building’s Winter Closure procedures**

✓ **Update your information in both StanfordYou & AXESS**
  - Postdocs must update their contact information in both AXESS and StanfordYou:
    1. Update your information in AXESS.stanford.edu in “Student Check-in”, “Privacy Settings.” and on the “Student” tab itself. (Tips for finding these menu items are included at the bottom of this document.)
    2. Update out-of-office email settings in StanfordYou.stanford.edu

✓ **Update Your Emergency Contact Information in AXESS:**
  - Log-in to AXESS.stanford.edu:
    o Click on the gear icon next to “Hello, YOUR NAME” and select “Student Check-In” from the drop-down menu. Complete all items listed
    o Click on the gear icon next to “Hello, YOUR NAME” and select “Privacy Settings”. Complete all items listed
    o The red box of the drop-down menu (shown below) shows where these items are located in AXESS.
Need help with AXESS? If you run into a problem with AXESS, please use HelpSU to submit your issue online.

✔ Travel Outside of the United States (if applicable)

✔ Get Your 2018 Caltrain Go Pass

✔ Check Your Tax Document Delivery Options (if applicable)

✔ Health Insurance Reminders

The Postdoc Benefits Office will be closed Dec 25th to Jan 6th, returning to the office on January 8th.
For life threatening emergencies call 911 (from campus 9-911)
For medical care before enrolling in Stanford Benefits, please click here for instructions.
For information regarding:
  o Medical ID Cards*
  o Questions about Explanation of Benefits (EOB)**
  o Questions about claims; or
  o Help with finding a provider

For SHCA Members: call 1-855-345-7422, Mon – Fri, 6:30am – 7pm; https://stanfordhealthcarealliance.org/; or After Hours 1-888-922-3862

For Aetna Choice POS Members: call 1-888-922-3862; www.Aetna.com

For dental and vision emergencies, please call your provider. If you need assistance with the plan, please call the provider’s customer service:
  • Delta Dental: 1-800-765-6003
  • VSP: 1-800-877-7195
*New Medical ID Cards for new plan members:* If you switched medical plans for 2018 during Postdoc Benefits Open Enrollment, you should receive your new medical ID card by the end of the 2017 calendar year. If you do not receive your new card and need medical care on or after January 1, 2018, please call the health plan (contact information listed above).

**Review your Explanation of Benefits (EOB) after medical or dental care:** When you receive medical care you should receive an Explanation of Benefits (EOB) that details the services provided, costs and what was covered by insurance. Reviewing the EOB helps to ensure you are being charged appropriately and that you are not paying an invoice prior to insurance paying its portion (when applicable). If you have questions or find an error, please contact your health plan to have it resolved.