2018 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. 22, 2018, and Nov. 23, 2018
- The last day of regular University operations in 2018 will be Friday, Dec. 21, 2018.
- **Winter Closure Dates:** Monday, Dec. 24, 2018, through Friday, Jan. 4, 2019, for those areas of the University designated to close.
- Regular operations resume on Monday, January 7, 2019.
- Please note that some offices may close early on Nov. 21st and Dec. 21st.

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

✓ **Need support during Thanksgiving or Winter Closure?**
  - Confidential Free Assistance for Postdocs (24-hours/7-days): GuidanceResources for Postdocs
  - 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**

✓ **Review your contact information in StanfordYou, AXESS, and Benelogic**
  - Postdocs should review/update their contact information regularly.
    1. For University related information such as tax forms, payroll checks, retirement information, and other important Stanford communications, 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. For health benefit information such as Medical ID cards, Explanation of Benefits (EOB), reimbursements, open enrollment information, and other important health benefit communications, update your address in Benelogic.
    3. Update your contact information, out-of-office email settings, and public StanfordWho directory information in StanfordYou.stanford.edu
✓ **Update Your Emergency Contact Information in AXESS**

- Log-in to [AXESS.stanford.edu](http://AXESS.stanford.edu):
  - Click on the gear icon next to “Hello, YOUR NAME” and select “Student Check-In” from the drop-down menu. Complete all items listed.
  - Click on the gear icon next to “Hello, YOUR NAME” and select “Privacy Settings”. Complete all items listed.
  - 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](http://HelpSU) to submit your issue online to the AXESS system support team.

✓ **Travel Outside of the United States (if applicable)**

- Please check the Bechtel International Center’s Travel Information page for any visa requirements: [https://bechtel.stanford.edu/immigration/travel](https://bechtel.stanford.edu/immigration/travel)

- If enrolled in a postdoc medical plan: you are only covered for urgent and emergency care while traveling outside the United States. Make sure you have your medical ID card with you at all times. Dental and vision services are not covered/provided outside of the United States.

✓ **Get Your 2019 Caltrain Go Pass**

- Before heading out on break, renew your free [Caltrain Go Pass](http://Caltrain Go Pass).

✓ **Check Your Tax Document Delivery Options (if applicable)**

- Opt-in for electronic delivery of W-2 (if applicable). Login to AXESS and opt-in for early delivery of your 2017 W-2 by selecting the “W-2 Consent” link and completing the Consent Form: [Opt-in and Complete Consent Form](http://Opt-in and Complete Consent Form). Stanford will produce this form in January and send it to you via U.S. Mail if the opt-in option was not selected. (*Please be sure to update your mailing address per the instructions above.*)

- The IRS Form 1095 serves as your proof of medical coverage for the Affordable Care Act (ACA) individual mandate. Stanford will produce this form in January and send it to you via U.S. Mail. (*Please be sure to update your mailing address per the instructions above.*)

- More information on Taxes for Postdocs: [https://postdocs.stanford.edu/current-postdocs/taxes](https://postdocs.stanford.edu/current-postdocs/taxes)
✓ Health Insurance Reminders

- The Postdoc Benefits Office will be closed Dec 24th to Jan 4th, returning to the office on January 7th.
- 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:
  - Medical ID Cards*;
  - Questions about Explanation of Benefits (EOB)**;
  - Questions about claims; or
  - Help with finding a provider

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

  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 2019 during Postdoc Benefits Open Enrollment, you should receive your new medical ID card by the end of the 2018 calendar year. If you do not receive your new card and need medical care on or after January 1, 2019, please call the health plan (contact information listed above).

**Review your Explanation of Benefits (EOB) after medical or dental care: Within a few weeks after you have received medical care you should receive an Explanation of Benefits (EOB) that details the services provided, costs, what portion of that cost was covered by insurance, and what will be your patient responsibility. 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.