Postdoctoral Administrators Quarterly Meeting

February 1, 2018
10:00 a.m. – 11:30 a.m.
Alway M106
Agenda

- Welcome – Shannon
- GFS Redesign – Shannon
- New Change Form & System Downtime – Shannon
- Appointing Clinical Trainees – Phyllis Bussey
- Postdoc Benefit Updates – Denise
Welcome!

Shannon Monahan
Research Analyst
GFS Redesign

Shannon Monahan
Research Analyst
GFS Migration Plan

• Go-Live scheduled for **March 5**th
  
  – GFS will be converted to view only on Feb 28, 5pm
    
    • Assistantship/Salary Data for 2/28 will be interfaced to Payroll
    
    • Graduate Fellowship/Tuition will be disbursed to SFS
  
  – Users will be encouraged to complete all active Workflow approvals by 2/28
GFS Migration Plan

• Data Migration
  – Manual data conversion will be required for certain current GFS entries
  – Examples include: GRPD, recurring Other Pay for postdocs
  – Project team will reach out on 3/1 and 3/2 if there are conversion questions
# GFS Migration Plan

## Old

<table>
<thead>
<tr>
<th>FLSHP Stipend</th>
<th>FLSHP Tuition</th>
<th>Assist Salary</th>
<th>Assist TAL</th>
<th>Work Panel</th>
</tr>
</thead>
</table>

## New

<table>
<thead>
<tr>
<th>SALARY</th>
<th>STIPEND</th>
<th>OUTSIDE FUNDING</th>
<th>OTHER PAYMENTS</th>
</tr>
</thead>
</table>
GFS Migration Plan

• Postdoc Data Conversion
  – All Salary lines will be moved to the Salary tab
  – All Info-Only lines will be moved to the NEW Outside Funding tab
  – All Stipend lines under Exp Type 57841 and 57860 will be moved to the NEW Other Payments tab
  – All Stipend lines under Exp Type 57840 will be moved to the Stipend tab
GFS Migration Plan

• Postdoc Data Preparation

  – All stipend payments that are not considered a part of regular compensation, must be updated to one of the following Exp Types in GFS:
    • 57841: for all taxable reimbursements (some travel, books, license fees, etc.)
    • 57860: for all other “one-off” or non-compensation ongoing payments (housing subsidy, bonuses, poster awards, etc.)

  – Any questions? Ask Shannon!!!
GFS Migration Plan

• GRPD cases
  – TAL category GRPD is currently used for folks that are moving from Stanford PhD to Stanford postdoc in the middle of a quarter
  – GRPD is no longer needed in the new system and will be removed
  – The new GFS will allow simultaneous entry of grad student aid as well as postdoc support (in any/all quarters)
GFS Migration Plan

• GRPD cases (con’t.)
  – Anyone that has GRPD as a TAL category in 2018 will need to be manually reviewed during conversion
  – We have people that will be verifying the transfer of data (pay lines) is correct
GFS Migration Plan

• Side Note: working to create new expenditure types for postdoc **Other Payments**

• Examples (subject to change):
  – Relocation
  – Need-based aid (e.g. Grant-in-Aid, subsidies)
  – Merit-based aid (e.g. bonuses, poster awards)
  – Short-term professional development (e.g. short-courses taught at Stanford)
New Change Form

Shannon Monahan
Research Analyst
• Additional Change Form option coming to update Research Experience:
  – Correct Prior Months Research on the Recommendation Form
  – Discount months for approved leaves
  – Similar design available for Medical Fellows in terms of PGY
• Postdoc Webforms System will be down for one weekend and one business day (3 days total)
  – Currently scheduled for Saturday, March 17th – Monday, March 19th

• This will also allow for updates to be made to our data tables
Appointing Clinical Trainees

Phyllis Bussey
Division Manager
Division of Oncology
Appointing Clinical Trainees

• Clinical Trainees (Fellows) who moonlight must be appointed through the GME and paid by SHC
• ECFMG J1 fellows are not eligible to moonlight
• A fellow with a GME appointment is eligible for SHC benefits and supplements
• When appointed 100% through GME, a fellow may not be appointed through OPA
• When a fellow becomes board eligible, she/he may not be appointed through the GME
• If a fellow is paid from sponsored research funding and/or external fellowships, she/he must be appointed through OPA and paid through GFS
• Dual appointments through the GME office and OPA are allowed
• A clinical trainee may not be appointed through the GME at less than 50%
New for 2018
Childcare Waitlist and Fitness Class Fee Reimbursement Program

Denise Livengood
Benefit Analyst
Postdoc Benefits Office
Childcare Waitlist and Fitness Class Fee Reimbursement

• Providing perks for postdocs is a challenge due to a lack of funding.
• With the help of our Insurance Broker, Creativa, we are able to implement a perk (Sweetener equivalent) for our postdoc population.
• To help postdocs with families, we are reimbursing childcare waitlist fees up to $50 per waitlist fee paid on or after Jan 1, 2018.
• Postdocs without children can still benefit from a reimbursement perk. Fitness class registration after Jan 1, 2018. Up to $50 per class.
• Maximum $100 reimbursement per postdoc/family per year. Can be a combination of both, but combined reimbursement cannot exceed $100 per postdoc/family.
• Application process on our [website](#).
• Reimbursement is in the form of a gift card. No cash reimbursements.

Office of Postdoctoral Affairs  postdocs.stanford.edu
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.