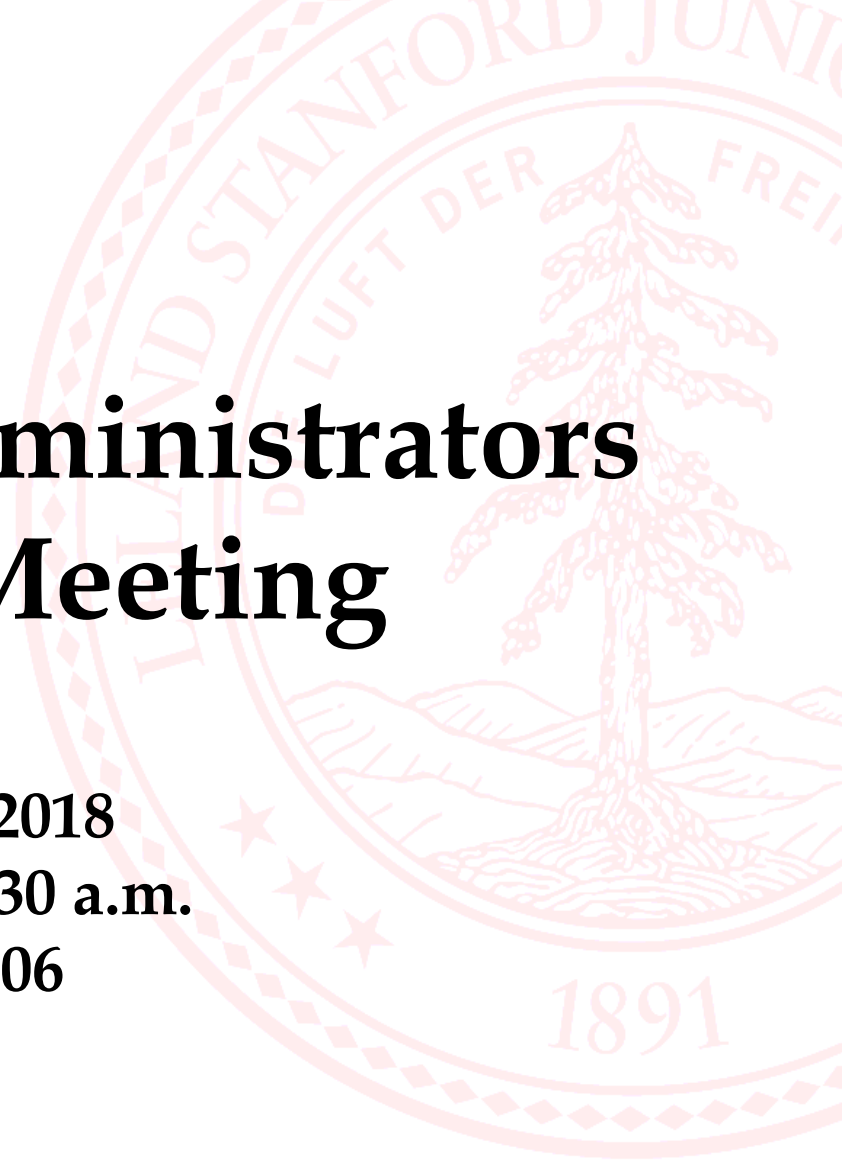


# Postdoctoral Administrators Quarterly Meeting

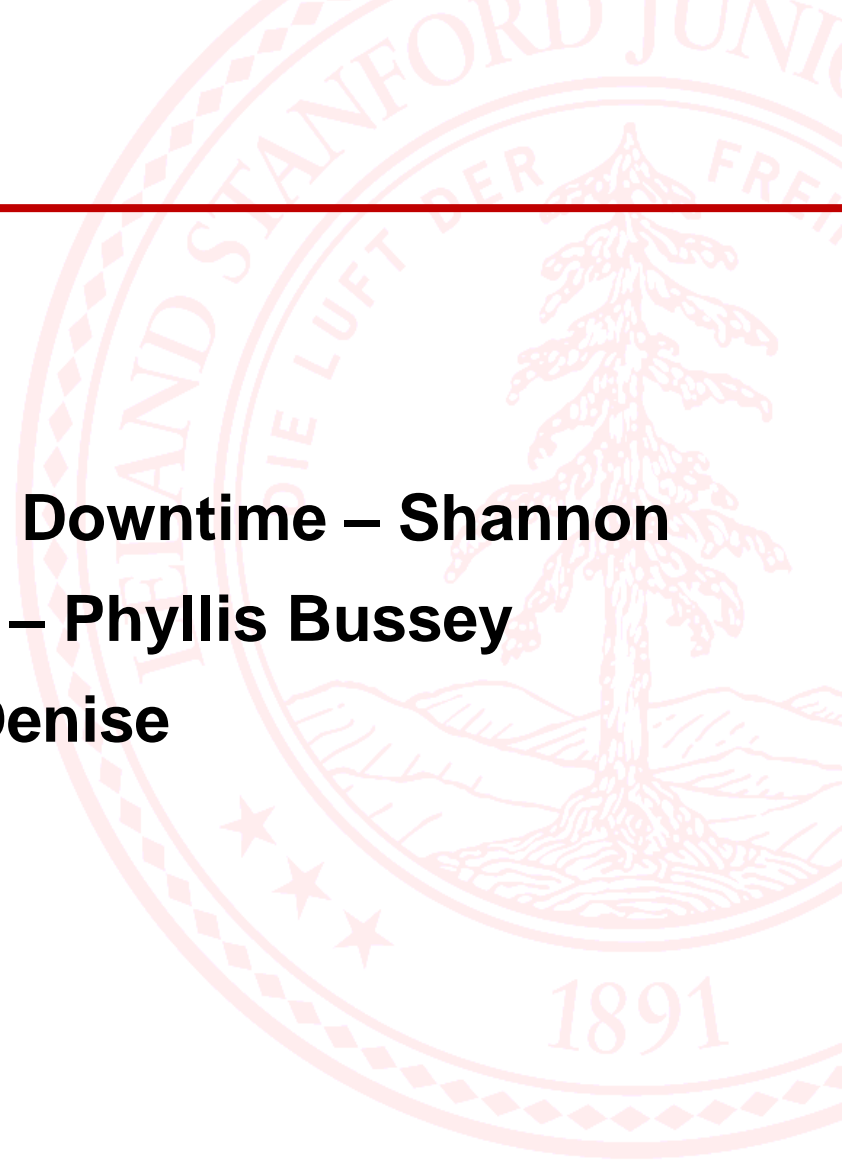
February 1, 2018  
10:00 a.m. – 11:30 a.m.  
Alway M106



# Agenda

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- ❖ **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

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

- Go-Live scheduled for **March 5<sup>th</sup>**
  - 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

A large, faint watermark of the Stanford University seal is visible in the background on the right side of the slide. The seal features a tree in the center, surrounded by the text 'LELAND STANFORD JUNIOR' at the top and '1891' at the bottom. The words 'DE LUFT DER FREI' are also partially visible.

- 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

FLSHP Stipend	FLSHP Tuition	Assist Salary	Assist TAL	Work Panel
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- New

SALARY	STIPEND	OUTSIDE FUNDING	OTHER PAYMENTS
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# 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  **Outside Funding** tab
  - All Stipend lines under Exp Type 57841 and 57860 will be moved to the  **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

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 "LEND STANFORD JUNIOR" at the top and "DE LUFT DER FRE" at the bottom. The year "1891" is also visible at the bottom of the seal.

- 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

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 'LEND STANFORD JUNIOR' at the top, 'E LUFT DER FRE' on the right, and '1891' at the bottom. The seal is surrounded by a decorative border.

- 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

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- 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

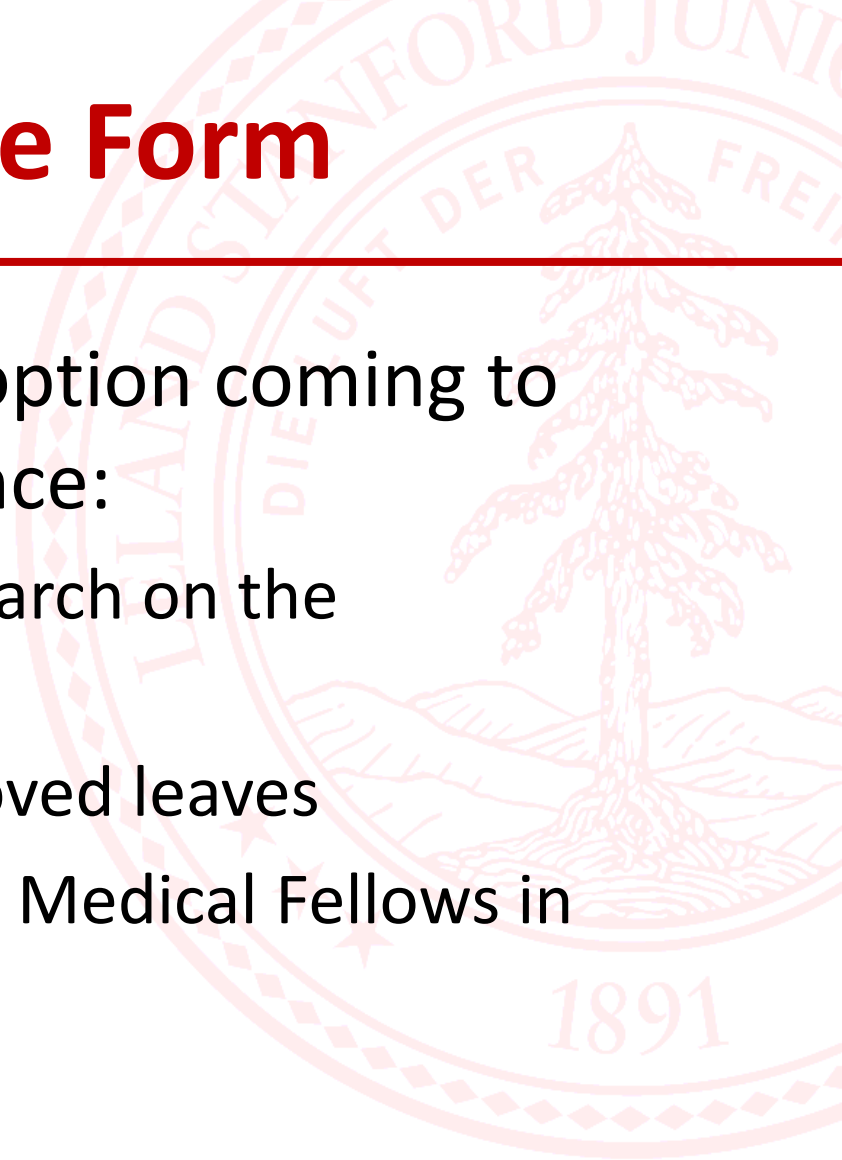
Shannon Monahan  
Research Analyst





# Change Form

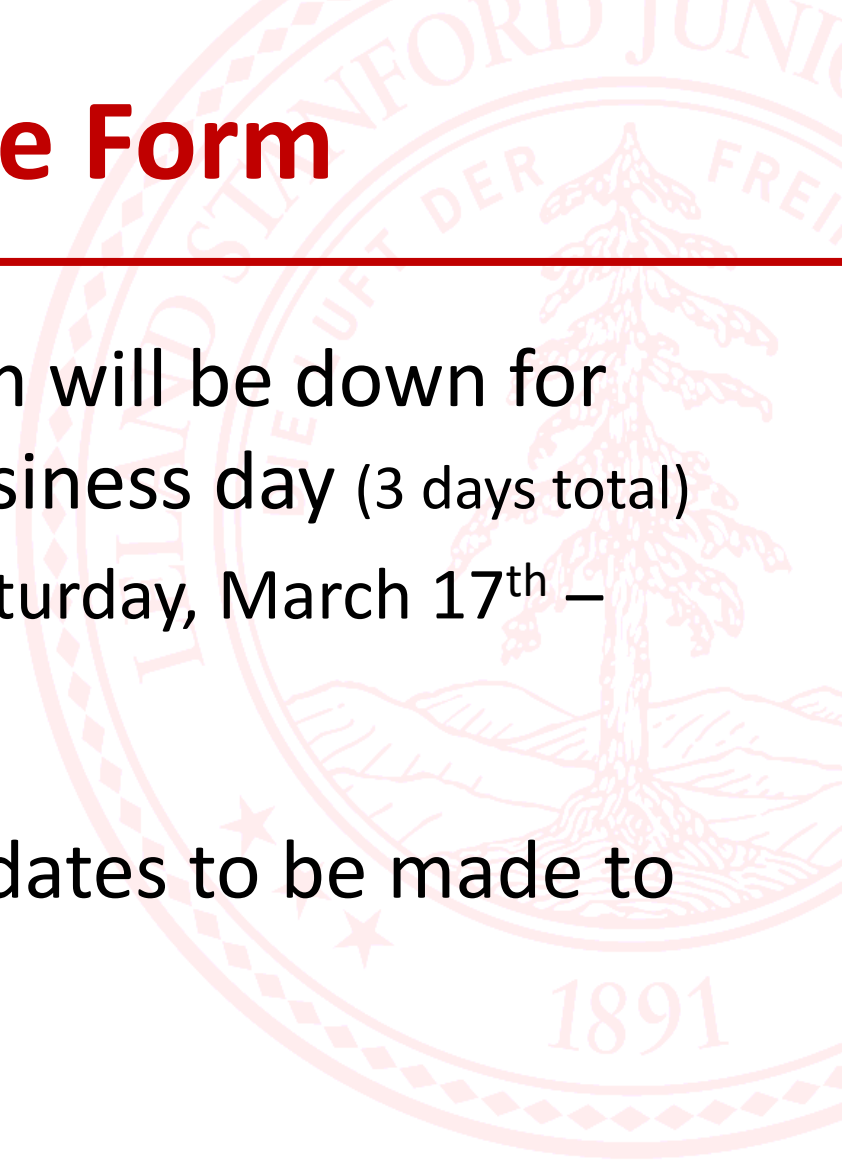
- Additional Change Form option coming to update Research Experience:
  - Correct Prior Months Research on the Recommendation Form
  - Discount months for approved leaves
  - Similar design available for Medical Fellows in terms of PGY





# Change Form

- Postdoc Webforms System will be down for one weekend and one business day (3 days total)
  - Currently scheduled for Saturday, March 17<sup>th</sup> – Monday, March 19<sup>th</sup>
- This will also allow for updates to be made to our data tables



# Appointing Clinical Trainees

Phyllis Bussey  
Division Manager  
Division of Oncology



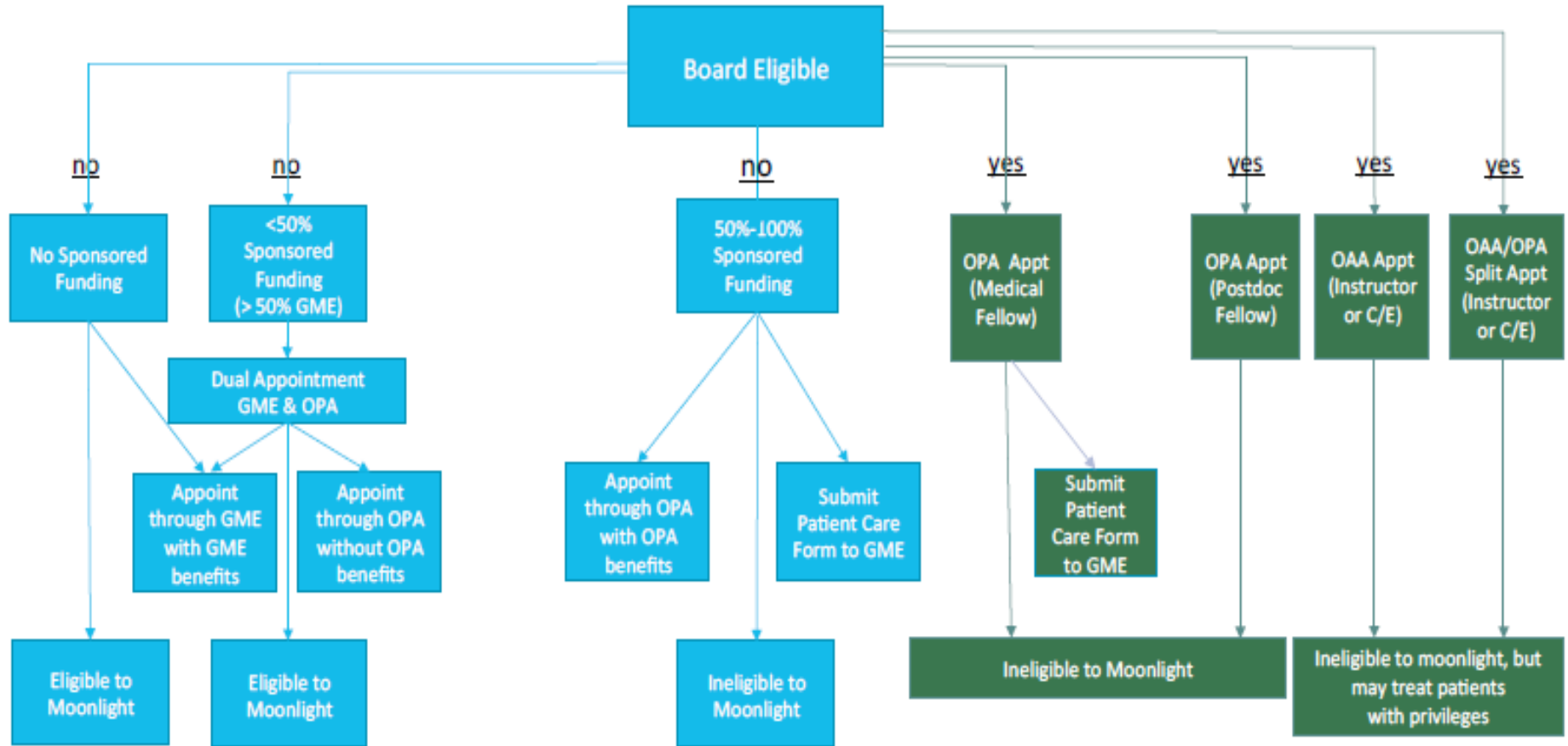


# Appointing Clinical Trainees

- 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%

# Appointing Clinical Trainees

Clinical Fellow Appointment Decision Tree



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 "STANFORD JUNIOR UNIVERSITY" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom.

# **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

# Open Forum

## Questions?

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[HelpSU.stanford.edu](https://helpsu.stanford.edu)

*Select "Other", then  
"Category: Central Office Issues," and  
"Request Type: Postdoctoral Affairs."*

For Postdoc Benefits: [postdocbenefits@stanford.edu](mailto:postdocbenefits@stanford.edu) (not HelpSU)

*Note: please do not email [postdocaffairs@stanford.edu](mailto:postdocaffairs@stanford.edu) for urgent matters.*