Postdoctoral Administrators
Quarterly Meeting

October 25, 2011
10:00 a.m. – 11:30 a.m.
Clark 360
Agenda

1. Postdoc Benefits
2. Preparing for 2011 Winter Closure & Visas
3. Preventing Duplicate IDs
4. On-boarding Postdocs
5. HelpSU Tickets – Where Do They Go?
6. PeopleSoft Project (PD Web Forms) Update
7. Quarterly Meeting Dates
8. Programs Update
Postdoc Benefits

Sandra DeGaine
Postdoc Benefits

- Open Enrollment for postdocs: 11/4 – 11/18
- New medical carrier: Blue Shield of California
- New medical plan: EPO replaces HMO
- Rates are increasing
- No plan changes to dental (2% increase) or vision
- OE Benefit Fairs: November 3 and 10 from 12:00 – 2:00, Li Ka Shing 102
- J1 Visa requirements for non-postdoc medical insurance
- Pregnant postdocs? Medical leave of absence? Please contact us asap!
## 2012 Medical Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Rate Summary - Monthly Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Cost</td>
<td>Institutional Cost/Allowance (charged to PTAs)</td>
</tr>
<tr>
<td><strong>Medical - Blue Shield EPO</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoc Only</td>
<td>$686.67</td>
<td>$686.67</td>
</tr>
<tr>
<td>Postdoc + Spouse/Domestic partner</td>
<td>$1,510.68</td>
<td>$1,057.48</td>
</tr>
<tr>
<td>Postdoc + Child(ren)</td>
<td>$1,236.02</td>
<td>$865.21</td>
</tr>
<tr>
<td>Postdoc + Family</td>
<td>$2,060.03</td>
<td>$1,442.02</td>
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<tr>
<td><strong>Medical - Blue Shield PPO</strong></td>
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Family Healthcare Fund

• Continues in 2012
• Monthly Subsidy – Applies directly as a credit on University Bill towards PD+Children or PD+Family medical premium charge
• Current recipients need not re-apply
• Subsidy amounts in 2011: $50-$75/month
• Subsidy amounts in 2012: $75-$120/month
• Continuing postdocs will have their subsidies increase
• Deadline to apply: Nov 9. Notifications: Nov 15
• Check OPA website for details
Preparing for 2011 Winter Closure & Visas

Al Murray
2011 Winter Closure Dates


• Regular operations will resume on Tuesday, January 3, 2012.
Winter Closure – Process Deadlines

• DEADLINES FOR DS-2019 REQUESTS
  – INITIAL DS-2019: Dec 4
  – EXTENSIONS: Dec 11
  – AMENDS: Dec 13

• Remember that OPA requires complete Appointment or Change Form submission in order to review any DS-2019 requests

• DEADLINES FOR US CITIZEN or F1 OPT HOLDERS
  – New Appointment: Dec 12
Nov/Dec Start Dates and J1 Visas

• Postdocs MUST report their arrival to Bechtel by Dec 14 or they will be out of status.
• SEVIS record validation can only be done after the postdoc arrives AND submits the completed J Arrival and Insurance Confirmation webform
• NO SEVIS RECORD VALIDATIONS will be done during the winter closure.
Nov/Dec Start Dates and J1 Visas

• J regulations require that the postdoc arrives and confirms arrival within a limited timeframe after the program start date.
• If the record isn't validated by the 30th day after the program start date, the postdoc will be out of status, if he/she has already entered the U.S.; or, if the postdoc has not yet entered, the DS-2019 will become invalid.
Upcoming DS-2019 Expiration Dates

• Check your records if the DS-2019s of any of your postdocs will expire between now and January 30 (many expire at the end of December).

• If so, submit your extension requests as soon as possible to ensure that the J visa status doesn't expire while the postdoc's appointment is continuing.
Travel Validation Signatures Required for Re-Entry after Travel Abroad

• Please remind postdocs on J visas that if they're planning to travel out of the U.S. their DS-2019s (and those of their J2 dependents) must be signed by an I-Center scholar advisor in the travel validation section of the document in order to be permitted to re-enter the U.S.

• The travel validation signature is valid for multiple entries for up to one year from the date of the signature. They can bring their DS-2019s to the upstairs front desk of Bechtel to request the signature. No appointment is needed for this.
End of program more than 30 days prior to end date on DS-2019

• If a postdoc's appointment will end more than 30 days prior to the program end date (i.e., postdoc resigns or there is an early termination), you must submit a Shorten Program Request Form to revise the program end date on the DS-2019 to the new, earlier end date. Unless:
  • The postdoc is transferring to another U.S. institution or Stanford department, or changing Stanford classification (i.e. from postdoc to Research Associate)
  • More questions on J1 scholar and employment-based visa processing? Go to http://icenter.stanford.edu/depts/scholars.html
Bechtel’s upcoming meeting to focus on J-1 scholar and employment-based visa processing at Stanford.

- **Wednesday, November 2nd, 2-3 p.m.**
- Bechtel International Center Assembly Room (584 Capistrano Way)
- *Refreshments will be served*
On-boarding Postdocs

Annelies Ransome
Administrator Responsibilities in Onboarding New Postdocs

- Departmental/Lab Orientation- Prepare a packet. Create your own checklist and onboarding procedures.
- Paperwork Checklist: [http://postdocs.stanford.edu/admin/checklist.html](http://postdocs.stanford.edu/admin/checklist.html)
- “Getting Started at Stanford” for Postdocs: [http://postdocs.stanford.edu/incoming_scholars/](http://postdocs.stanford.edu/incoming_scholars/)
- People and Offices to Support You: [http://postdocs.stanford.edu/prospects/people_offices.html](http://postdocs.stanford.edu/prospects/people_offices.html)
Helpful Information from Fellow Postdoc Administrators

• Next quarterly meeting: presentation by postdoc administrators about onboarding postdocs and internal hiring requests

• Ideas for other topics? Please send them to postdocaffairs@stanford.edu We would like to make this a regular part of our quarterly meetings.
HelpSU Tickets – Where Do They Go?

Annelies Ransome
Who Answers Help Tickets?

• To reach OPA, you must select the following in HelpSU:
  – Category: Student Services
  – Request Type: Postdoctoral Affairs

• Tickets routed in this manner are triaged and answered by OPA Staff (*not* the Help Desk)
  – OPA escalates tickets to other groups when the issue submitted cannot be resolved by OPA.
PeopleSoft Project (PD Web Forms) Update

Annelies Ransome
Update

• Project website: http://postdocs.stanford.edu/admin/PeopleSoft_Project.html
• Training slides are up-to-date with “Tips and Tricks” slides added
• Open Labs & Trainings on the website
• “Policies & Procedures” Training – need to attend an upcoming session if you are new to postdoc administration
How to find Student ID # if you do not have PeopleSoft Search/Match
Use Change Transaction Form (remember to add) to search for student
Can find ID # and current end date

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>05779467</th>
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<tr>
<td>Academic Org:</td>
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<td>Academic Program:</td>
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<td>Appointment Type:</td>
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<td>Original Appointment Start date:</td>
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<td>Post Graduate Year (PGY):</td>
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<td>Appoint End Date:</td>
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<tr>
<td>Salary:</td>
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<tr>
<td>Visa Permit Type:</td>
<td>UN</td>
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<tr>
<td>Faculty Sponsor:</td>
<td>Jeffrey Koess</td>
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<tr>
<td>Faculty Member:</td>
<td></td>
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<td>Visa End Date:</td>
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Quarterly Meeting Dates for 2011-12
Please save the following dates:

• Feb. 9, 2012, 10-11:30 AM
• April 12, 2012, 10-11:30 AM
• July 26, 2012, 10-11:30 AM
• Oct. 25, 2012, 10-11:30 AM
Programs Update

Beth Leman
Current Events

• Family Healthcare Fund
• Brown Bag Lunches
• SACNAS & ABRCMS Annual Meetings
• Academic Chat Series
• Session II of Oral Communication for Non-Native Speakers
Questions?

AskJane.stanford.edu

HelpSU.stanford.edu

(Category: Student Services; Request Type: Postdoctoral Affairs)