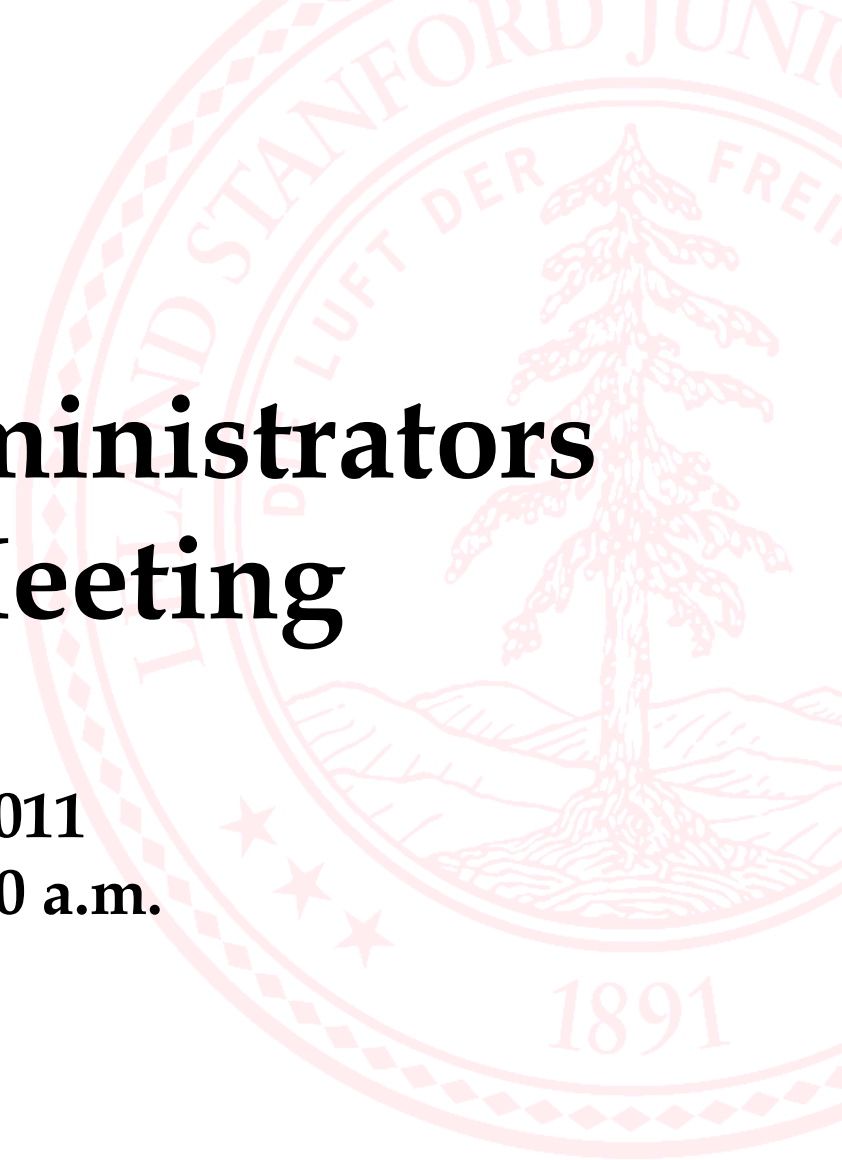


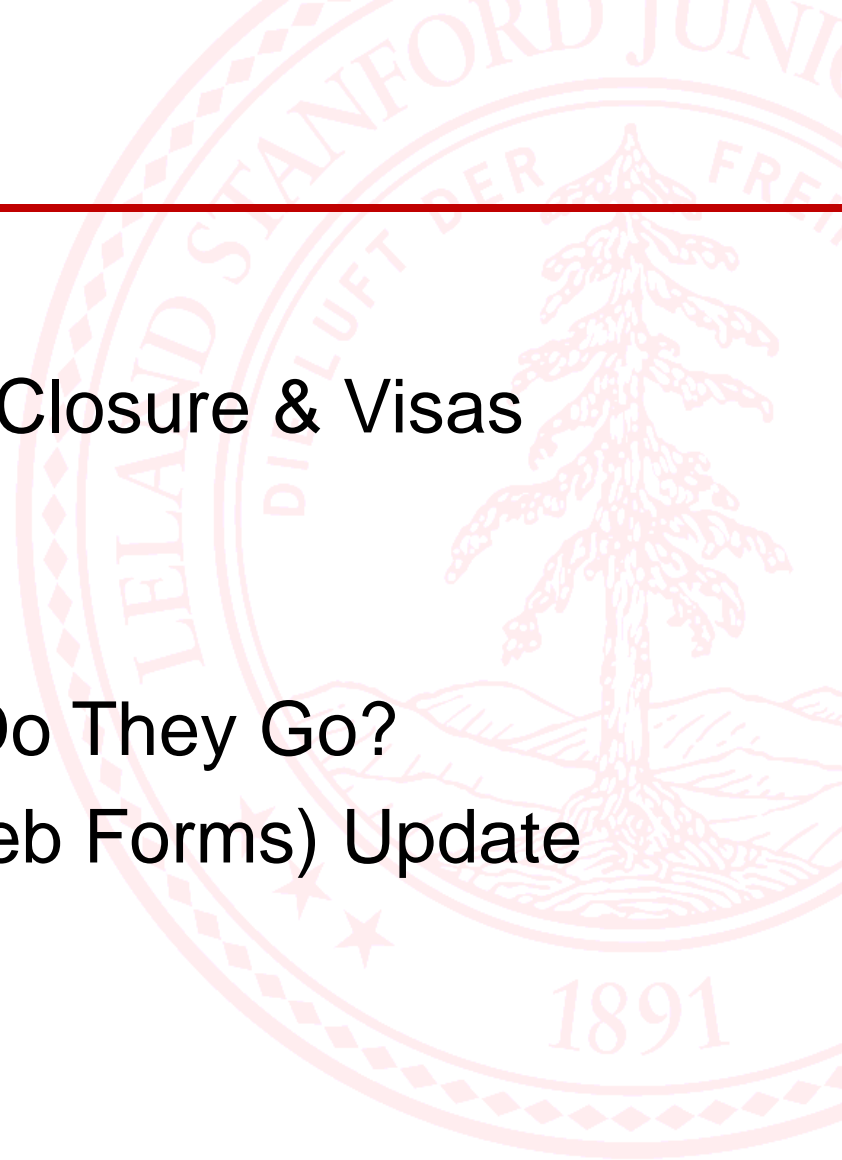
Postdoctoral Administrators Quarterly Meeting

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

The background of the slide features a large, faint watermark of the Stanford University seal. The seal is circular and contains the text 'LELAND STANFORD JUNIOR' at the top and 'DIE LUFT BER' on the left side. In the center of the seal is a redwood tree, and at the bottom, the year '1891' is visible. The seal is rendered in a light red or pinkish color.

- 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

Plan	Rate Summary - Monthly Cost			
	Total Cost	Institutional Cost/Allowance ⁽¹⁾ (charged to PTAs)	Postdoc Cost (billed and paid through University Bill/Stanford ePay)	COBRA
Medical - Blue Shield EPO				
Postdoc Only	\$686.67	\$686.67	\$0.00	\$700.40
Postdoc + Spouse/Domestic partner	\$1,510.68	\$1,057.48	\$453.20	\$1,540.89
Postdoc + Child(ren)	\$1,236.02	\$865.21	\$370.81	\$1,260.74
Postdoc + Family	\$2,060.03	\$1,442.02	\$618.01	\$2,101.23
Medical - Blue Shield PPO				
Postdoc Only	\$745.04	\$686.67	\$58.37	\$759.94
Postdoc + Spouse/Domestic Partner	\$1,639.09	\$1,057.48	\$581.61	\$1,671.87
Postdoc + Child(ren)	\$1,341.08	\$865.21	\$475.87	\$1,367.90
Postdoc + Family	\$2,235.13	\$1,442.02	\$793.11	\$2,279.84

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

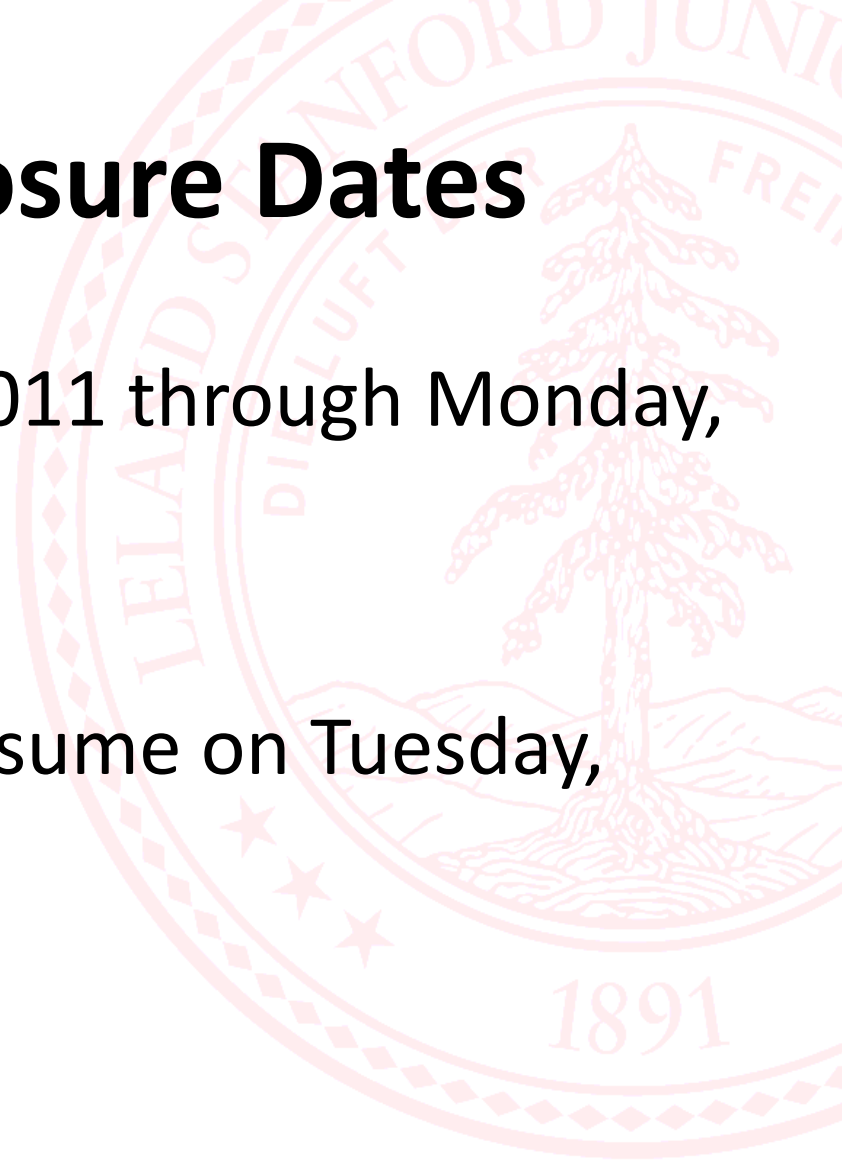
Preparing for 2011 Winter Closure & Visas

Al Murray



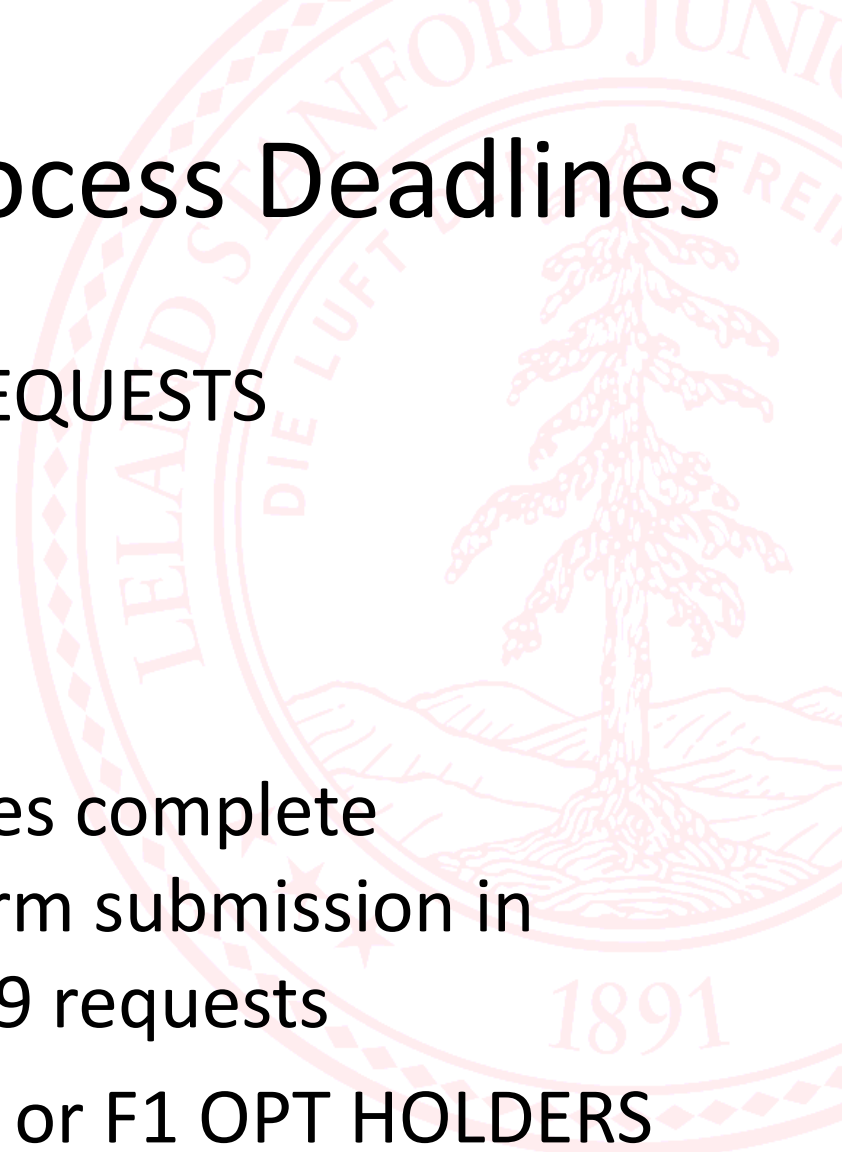
2011 Winter Closure Dates

- Monday, December 19, 2011 through Monday, January 2, 2012.
- 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 Nov. 2nd Visa Meeting

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.
 - <http://postdocs.stanford.edu/prospects/orientationtoolkit.html>
- Paperwork Checklist:
<http://postdocs.stanford.edu/admin/checklist.html>
- “Getting Started at Stanford” for Postdocs:
http://postdocs.stanford.edu/incoming_scholars/
- People and Offices to Support You:
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

Administrative Forms - Windows Internet Explorer

https://axess.stanford.edu/psp/pscsp/EMPLOYEE/PSFT_HR/c/STF_POSTDOC.STF_PDOC_ADM_FORN

File Edit View Favorites Tools Help

Secure Search McAfee

Administrative Forms

STANFORD UNIVERSITY | AXESS Welcome, Alistair

PeopleSoft Employee Information STARS (Training) [Logoff](#)

Postdoctoral Forms

Request Type

Recommendation Form Termination Form Change Transactions

Web Form Transaction ID

EmplID

First Name

Last Name

Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status

Done Local intranet 90%

Use Change Transaction Form (remember to *add*) to search for student

PeopleSoft Employee Information STARS (Training)

Stf Pdoc Change Rqst Stf WI Transaction **Look Up**

Post Doctoral Scholars Appoi Changes

Request Type

Appointment dates change

Bio Demo

*Student ID:

*Acad Org:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Appointment type:

Original Appointment Start date:

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this A

Months of Current Appointment:

Look Up *Student ID

EmplID:

Last Name: Rannie

First Name:

Academic Program:

Academic Plan:

Academic Subplan:

[Basic Lookup](#)

Search Results

View 100

EmplID	Last Name	First Name	Academic Career	Student Career Nbr	Academic Program	Academic Program	Academic Program Status	Academic Plan	Academic Plan
05779467	Rannie	Annie	Graduate	0	CHEM	Chemistry	Active	CHEM-PD	Chemistry (PD)

Can find ID # and current end date

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Request Type

Appointment dates change Faculty change Funding change

▼ Bio Demo

*Student ID: Annie Rannie

*Acad Org: Chemistry

Academic Program: CHEM Chemistry

Academic Plan: CHEM-PD Chemistry (PD)

Academic Sub-Plan:

Appointment type: Research Scholar PD

Original Appointment Start date: 08/02/2011

Appointment End date: 08/31/2012

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment: 2

Months of Current Appointment: 13

Salary: 53000.00

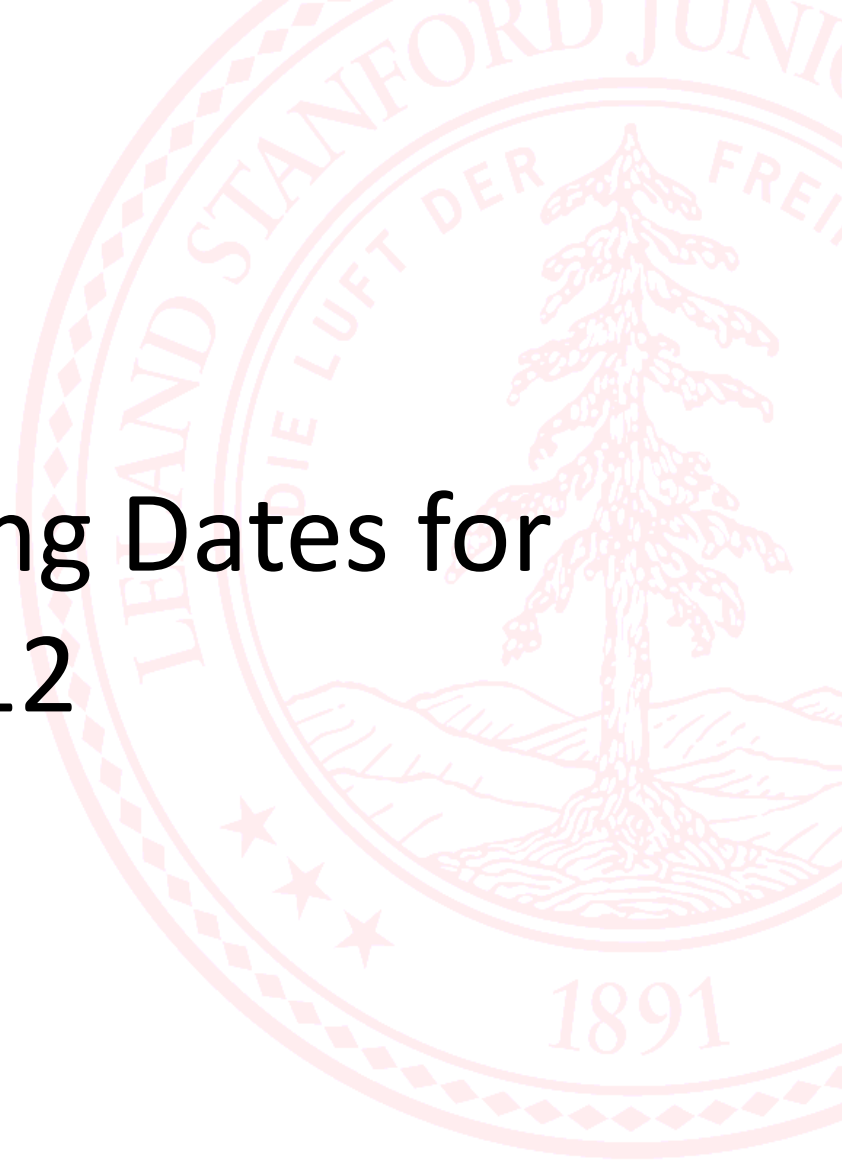
Visa/Permit Type: UN

Visa End date:

Faculty Sponsor: Jeffrey Koseff

Faculty Mentor:

Quarterly Meeting Dates for 2011-12



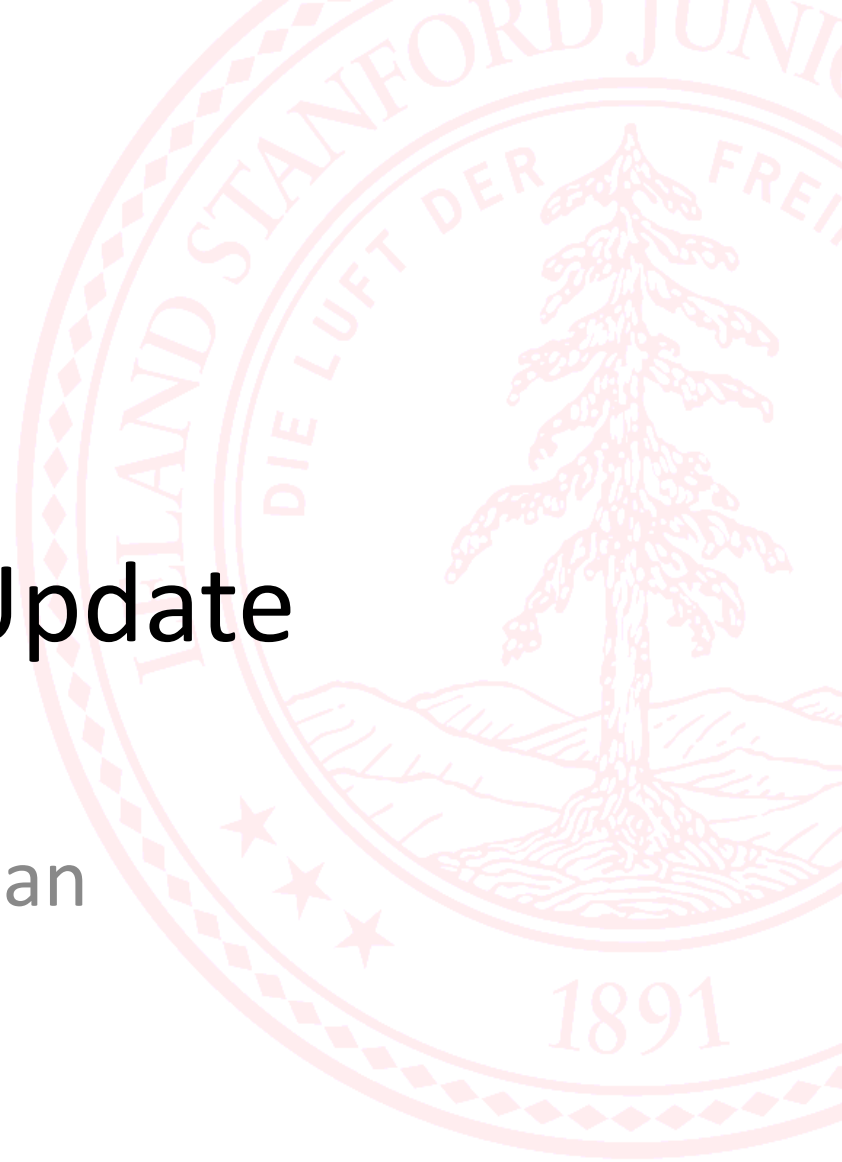
Please save the following dates:

- 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



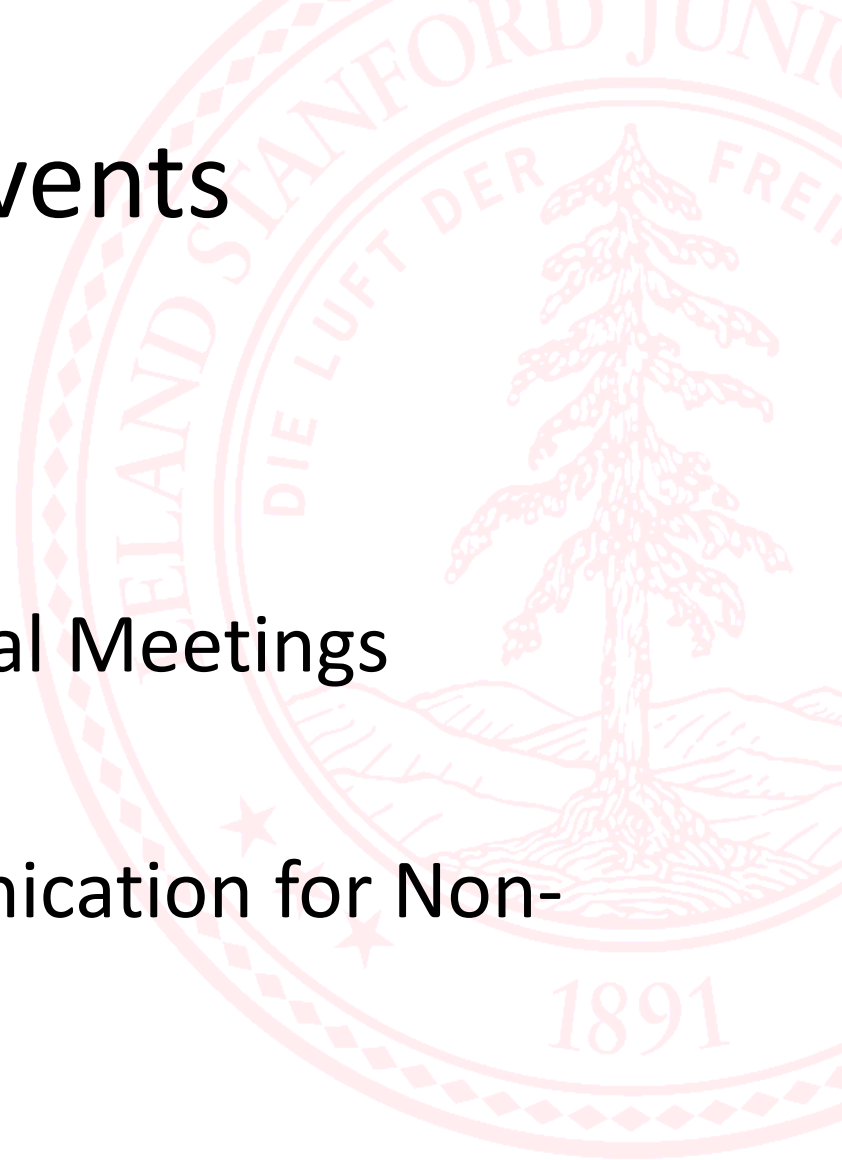
Programs Update

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



Open Forum

Questions?

[AskJane.stanford.edu](https://askjane.stanford.edu)

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

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