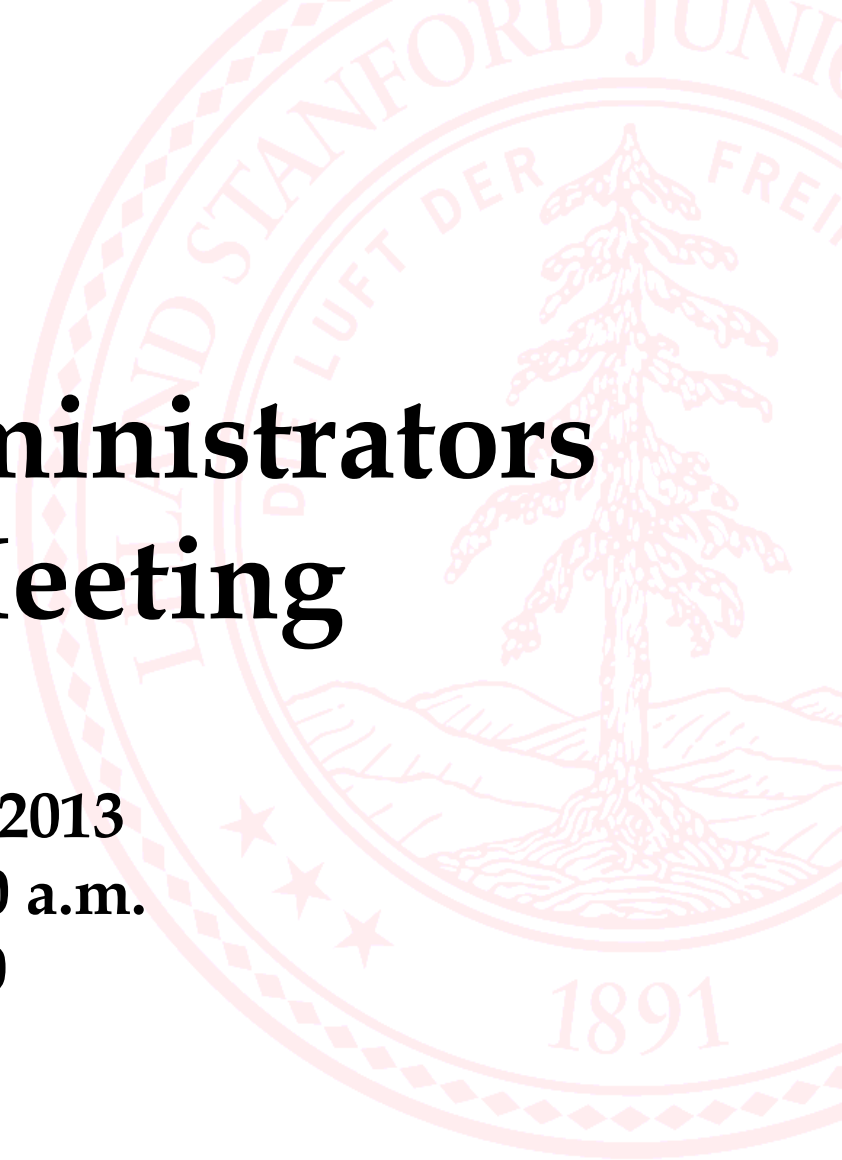


# Postdoctoral Administrators Quarterly Meeting

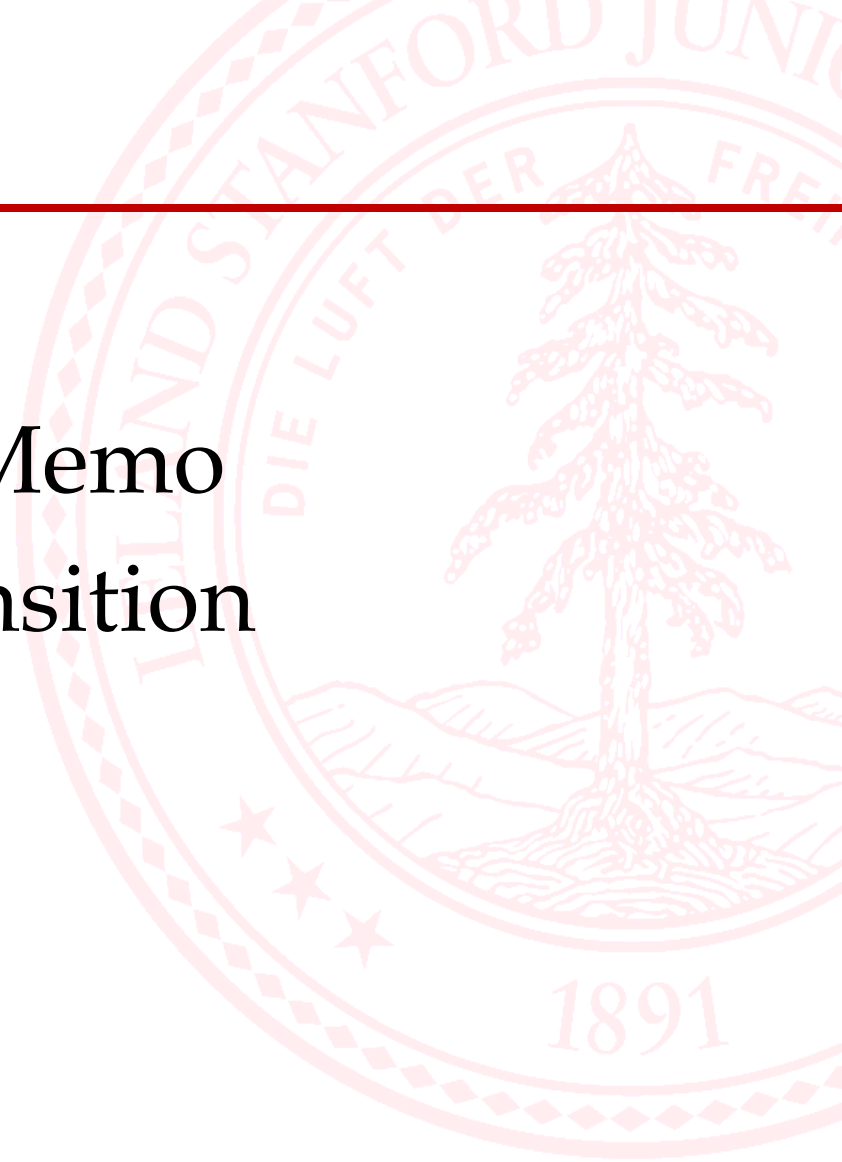
November 14, 2013  
9:30 a.m. – 11:00 a.m.  
Clark S360



# Agenda

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- Benefits
- Student Financials Memo
- VSR to Postdoc Transition
- Winter Closure



# Benefits

Sandra DeGaine



# PD Benefits: 2014 Open Enrollment

- Ends at midnight on Tuesday, Nov 19<sup>th</sup>
- Plan options for medical include the Stanford Healthcare Alliance(SHCA) plan and the PPO plan.
- SHCA plan is a closed practice plan, no out of network benefits are available except urgent/ER.
- Postdocs outside the coverage area will be required to enroll in the PPO plan.
- 2014 medical rates are reduced by 10%
- New MedEx extended plan for foreign scholars

# PD Benefits: Healthcare Reform

- ACA federal minimum standards – see list on PD benefits website
- Please advise ALL incoming postdocs of minimums if planning to waive PD benefits
- PD is welcome to email policy to [postdocbenefits@stanford.edu](mailto:postdocbenefits@stanford.edu) for review
- J scholars must also meet the DOS minimum standards that have been in place

# PD Benefits: 2014 Waivers

- Starting January 1 waivers should happen on a minimal basis – PI is required to cover cost of health insurance
- All PD's with waivers have been contacted to provide updates. If policy does not meet minimums, PD will be auto enrolled on 1/1/14.
- Very few foreign insurers can provide a policy that meets the new ACA requirements

# PD Benefits: Revised Banking Procedure

- Effective 1/1/14 PD premium charges will be auto debited from checking accounts
- PD required to enter bank info in ClearBenefits at the time of enrollment
- **IMPORTANT:** Terms must be submitted 2 days before month end so that PD is not charged for premiums after termination

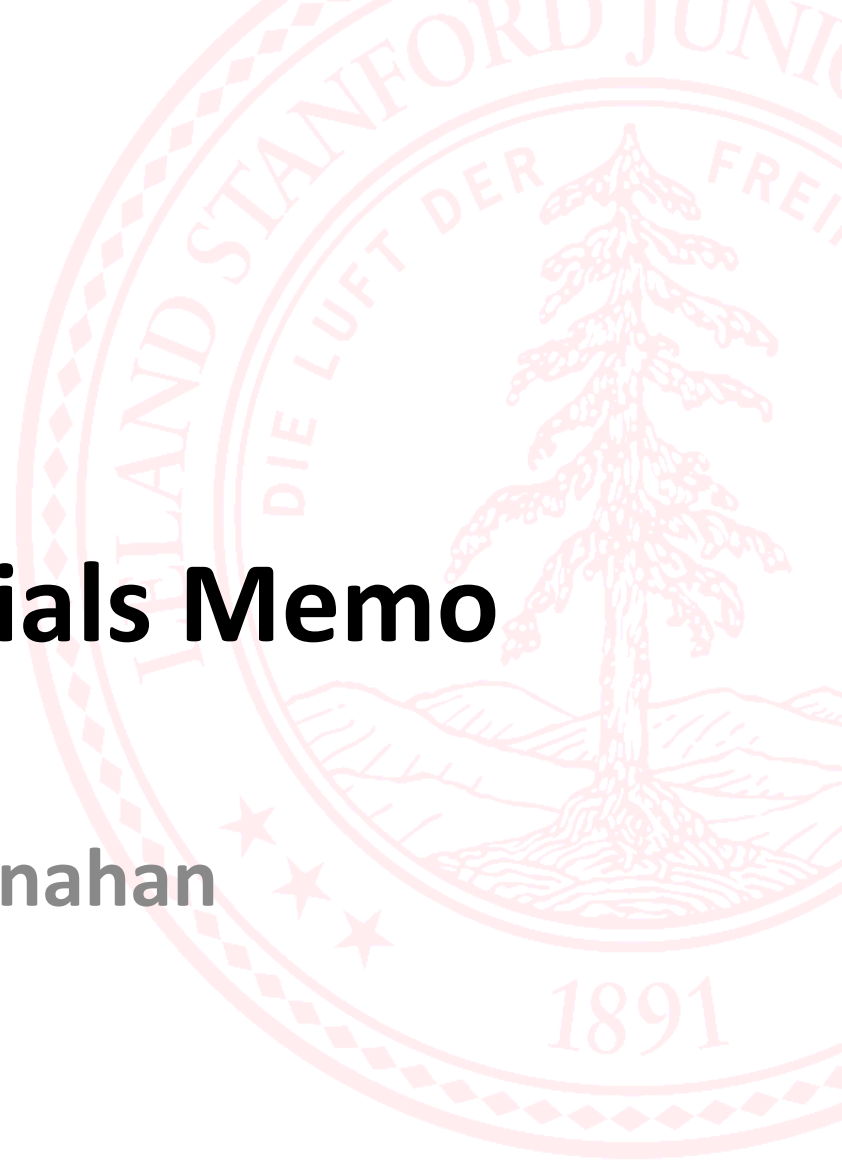
# PD Benefits: Reminders

- Transfers versus terms – please note on termination and recommendation forms
- Start date changes – please submit via online change request
- Benefits orientation session – required to attend within 31 days of appointment start date, enroll PD online.
- Auto enrollment into medical on 32<sup>nd</sup> day if postdoc has not enrolled or waived



# Student Financials Memo

Shannon Monahan



# Student Financials Memo

- Implementing module to notify students of any balances that are (31, 61, 91 days) **past due and over \$100** on their university account
- Migrated into production on November 7<sup>th</sup>; first emails have already been sent
- Note that \$125 outstanding tuition/reg fees for postdocs may be flagged and postdocs notified
- Make sure tuition is entered—see **Outstanding Postdoc Tuition report (PS\_SR123)** in ReportMart1

# VSR to Postdoc Transition

Tammy Wilson



# VSR to Postdoc Transition

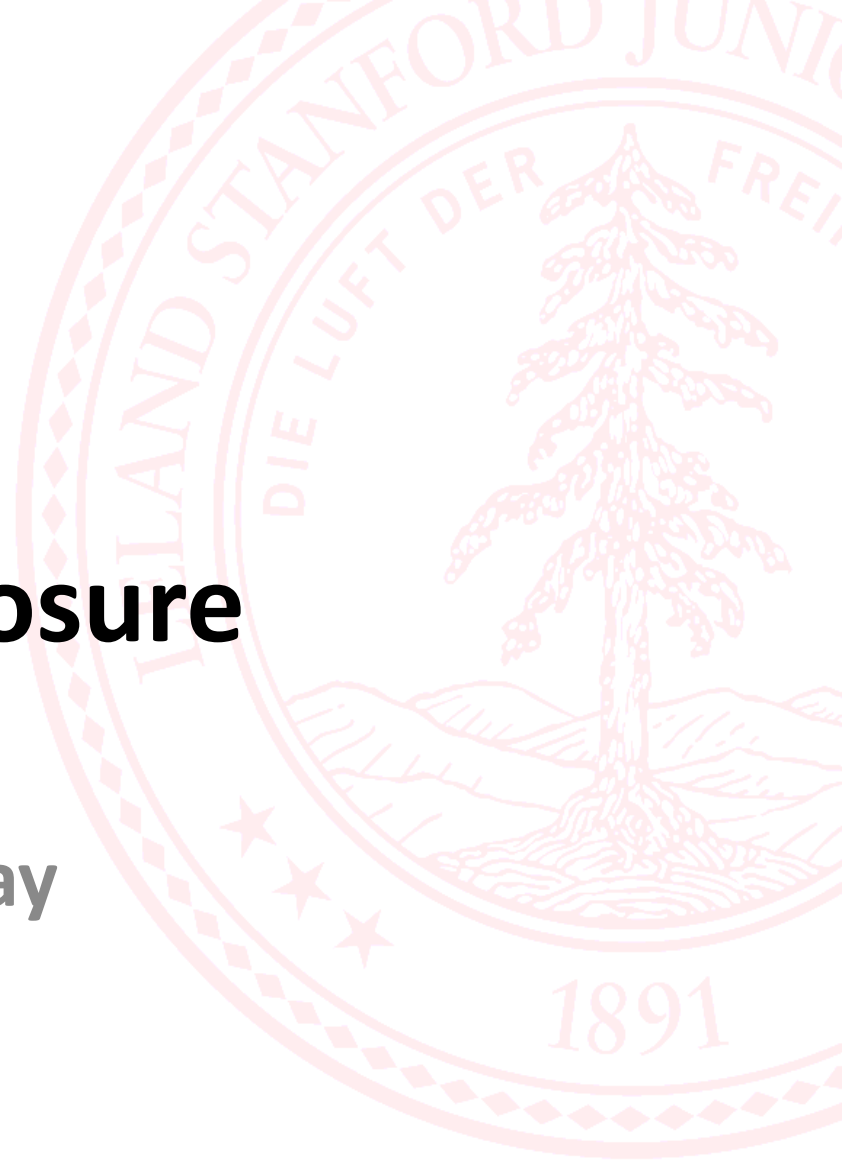
- Notifications for VSR to Postdoc transition
  - Grad Admissions – University Registrar: termination
  - Office of Postdoc Affairs: new appointment
  - Bechtel I-Center: extend DS-2019 for international scholars
- Cardinal Care
  - Coverage is ANNUAL (9/1 – 8/31) regardless of length of VSR appointment
  - Postdoc Benefits can be waived to avoid duplicate coverage/charges until Cardinal Care ends

# VSR to Postdoc Transition

- Problems with Approving Postdoc Appointments when No Proof of Degree
  - Cannot be a Postdoc without a “doc”
  - Proof of degree available within 30 days
    - can't be a VSR – wait!
  - Proof of degree available in 60-90 days
    - can be a VSR but consider VSR fees and Cardinal Care
- Best Practice?
  - Wait for proof of degree and appoint as Postdoc

# Winter Closure

Al Murray



# Winter Closure Deadlines

## for transactions that must be processed before Winter Closure

- Initial Appointments (Recommendation Form) and DS-2019 with a January start date:
  - **December 4<sup>th</sup>** in order to meet Bechtel's deadline of December 11<sup>th</sup>
- Appointment Extension (Change Form) and Extension of DS-2019:
  - **December 9<sup>th</sup>** in order to meet Bechtel's deadline of December 16<sup>th</sup>
- Changes in start date\* or early termination and the accompanying amendment of existing DS-2019:
  - **December 9<sup>th</sup>** in order to meet Bechtel's deadline of December 16<sup>th</sup>
  - *\*If there is a change in start date, process a Change Transaction to indicate new start date after Recommendation Form has been approved and record loaded to PeopleSoft.*
- Initial Appointments (Recommendation Form) or Extension of Appointment (Change Form) for holders of H-1B visas\*\*:
  - **November 19<sup>th</sup>** in order to meet Bechtel's deadline of November 26<sup>th</sup>
  - *\*\*This applies to petitions that do not require Review Board decision. Please contact Tammy Wilson, [tjwilson@stanford.edu](mailto:tjwilson@stanford.edu), if you have questions.*

# Winter Closure Deadlines p.2

- US citizens or permanent residents only:
  - All transactions submitted by **Wednesday, December 18<sup>th</sup>** will be approved and a PeopleSoft student record created/updated by the end of business on Friday, December 20<sup>th</sup>
- OPA reviews and approves appointment actions (new appointments, terminations and changes) within five business days from receipt, provided that the submissions are accurate and complete.
- International Scholars require additional processing steps of the related visa documents in two offices, so additional time has been added to the deadlines listed above to allow for the full review and approval process to take place.



# Winter Closure Policy

- Postdoctoral scholars typically observe the official University designated holidays on the dates below or at a time agreeable with their faculty/PI's depending on the research group/lab schedule.
  - Postdoctoral scholars may not cover the designated holidays with their accrued days of paid sick or vacation leave.
  - With prior faculty/PI approval, Postdoctoral scholars may accomplish their assigned work remotely, without taking vacation days during those days.
- Designated holidays are:
  - **Thanksgiving holidays:**
    - Thursday, November 28, and Friday, November 29, 2013
  - **Winter closure designated holidays:**

• Monday, December 23, 2013	Paid day off if lab is shutdown
• Tuesday, December 24, 2013	University Holiday
• Wednesday, December 25, 2013	University Holiday
• Thursday, December 26, 2013	Paid day off if lab is shutdown
• Friday, December 27, 2013	Paid day off if lab is shutdown
• Monday, December 30, 2013	Vacation/PTO/Unpaid time off if lab is shutdown
• Tuesday, December 31, 2013	Vacation/PTO/Unpaid time off if lab is shutdown
• Wednesday, January 1, 2014	University Holiday
• Thursday, January 2, 2014	Vacation/PTO/Unpaid time off if lab is shutdown
• Friday, January 3, 2014	Vacation/PTO/Unpaid time off if lab is shutdown

# Open Forum

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## Questions?

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

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

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