Postdoctoral Administrators
Quarterly Meeting

February 24, 2011
10:00 a.m. – 11:30 a.m.
Clark S360
Agenda

1. Announcements
2. Postdoc Issues and Concerns – SUPD
3. PeopleSoft Postdoc Web Forms
Announcements

1. Postdoc Benefits – Move to Bambi
2. OPA Operations – School Liaisons
3. School of Medicine – Fellowships Office
4. Grant-in-Aid Fund for Postdoc Families – Winter Quarter Applications Due March 7
5. NIH-NSF Survey – Submit Your Department Information. Stanford submission was due YESTERDAY, February 23rd
Updates

1. Postdoc Insurance Billing – For Dependents (and postdoc contribution to single PPO enrollees)
2. HelpSU
3. GR-PD
4. ClearBenefits – fixes/changes to the system
Postdoc Insurance Billing


2. What To Expect? Starting March 2011

   1. Email to go out to postdocs with dependents next week. Supdssworkgroup will receive a copy.

   2. Prepare your postdocs: Check ClearBenefits for your postdocs with dependents. Remind them:

      1. Billing has changed

      2. Look for bill notification in their Stanford email inbox

      3. Go to Stanford ePay and pay bill. Can setup recurring payment but confirmation is required.

      4. Late fees apply.
Reaching OPA - HelpSU

   Central Office Issues > Postdoctoral Affairs OR
   Student Services > Postdoctoral Affairs
   Tickets escalated or forwarded to other offices as necessary:
   Registrar’s Office for Web Forms technical support
   Student Services Center for postdoc bill questions
   **Effective Immediately**
   Inquiries/ questions → http://helpsu.stanford.edu
   Documents Only → postdocaffairs@stanford.edu
   Until PSWF Go Live

2. Remember to use AskJane.stanford.edu for frequently asked questions and give your feedback if your question isn’t there!
Postdoc Issues and Concerns

Stanford University Postdoctoral Association (SUPD)
PeopleSoft Postdoc Web Forms

1. Progress To-Date
2. Required Training
3. System Demo
4. Planning the Transition
Progress To-Date

System Functionalities and Testing

Campus Readiness
   Web Page for Updates & Blog
   PeopleSoft Learning Center

User Acceptance Testing--
Monday, February 28th, 1:30-4:30pm, Polya Hall, Rm. 170B (PHIL)
Tuesday, March 1st, 8:30-11:30am, Redwood Hall, Rm. G6 (POST)

Next Steps
Preparing for the Transition

1. Complete Training Requirements
2. Complete Certificates of Training for All Requirements
3. Supervisor to Request Your Authority via HelpSU
4. Plan your upcoming new appointments

System Demo
Open Forum

Questions?

Askjane.stanford.edu

HelpSU.stanford.edu