

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 "LUDWIG STANFORD JUNIOR" at the top, "DIE LUFT DER FREI" on the sides, and "1891" at the bottom. The seal is surrounded by a decorative border.

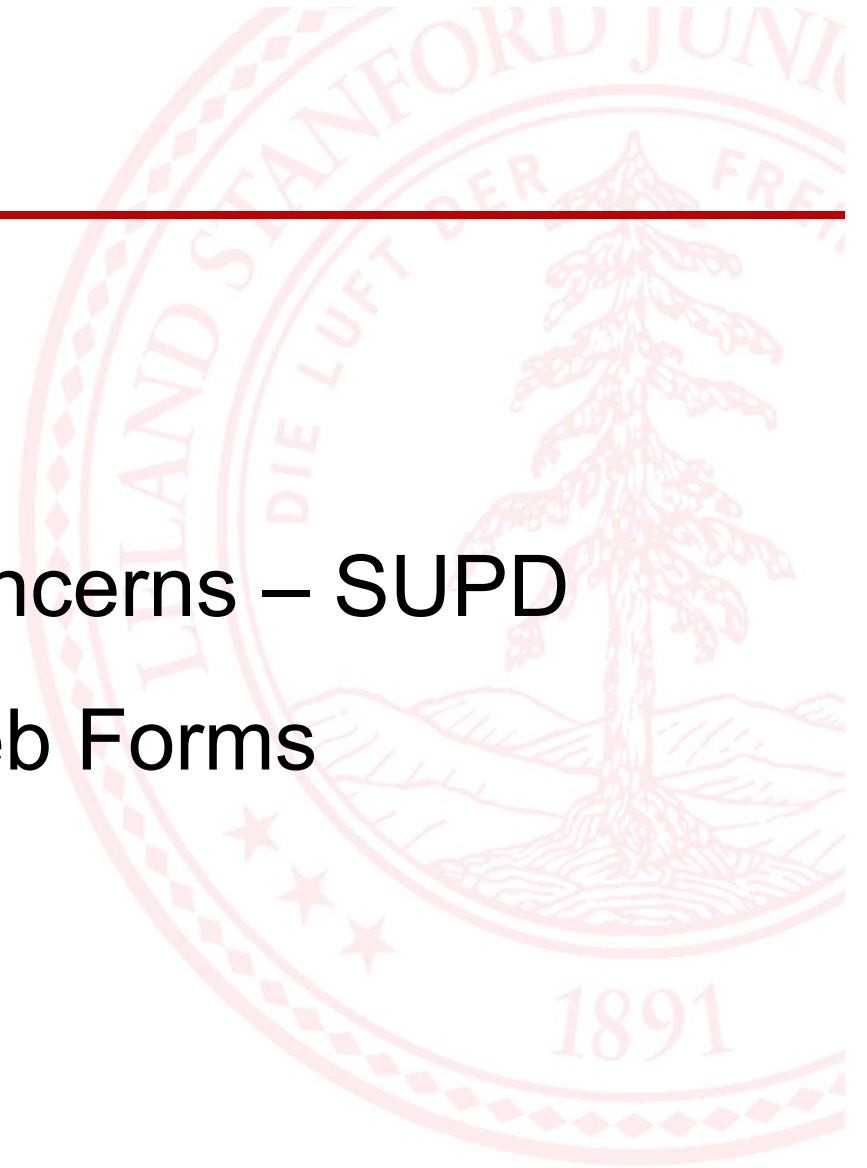
# Postdoctoral Administrators Quarterly Meeting

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

# Agenda

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



# Announcements

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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 23<sup>rd</sup>

# Updates

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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

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1. Current Process and Why Change?
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

1. <http://helpsu.stanford.edu>

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](mailto:postdocaffairs@stanford.edu)

Until PSWF Go Live

2. Remember to use [AskJane.stanford.edu](http://AskJane.stanford.edu) for frequently asked questions and give your feedback if your question isn't there!

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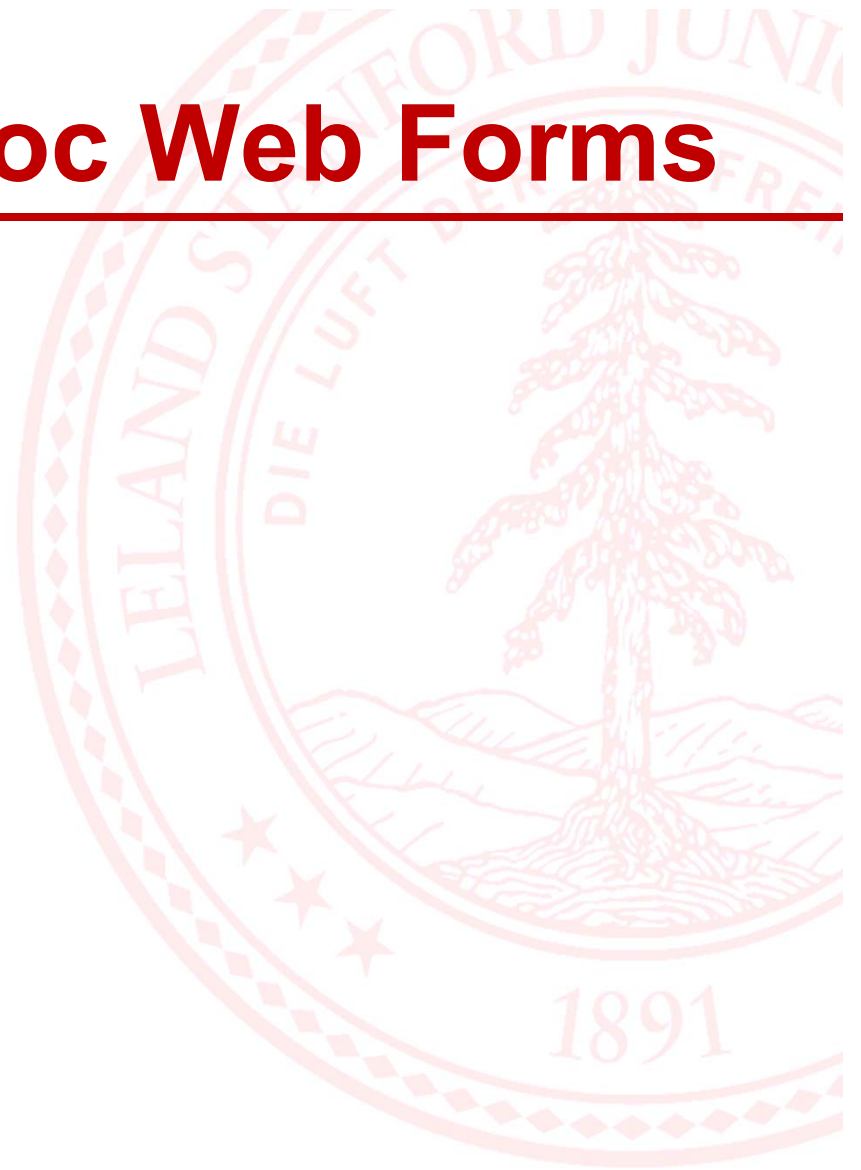
# Postdoc Issues and Concerns

## Stanford University Postdoctoral Association (SUPD)

# PeopleSoft Postdoc Web Forms

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





# Progress To-Date

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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

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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

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**Questions?**

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**[Askjane.stanford.edu](mailto:Askjane.stanford.edu)**

**[HelpSU.stanford.edu](mailto:HelpSU.stanford.edu)**