Postdoc Admin Quarterly Meeting
May 13, 2020
Agenda

Welcome
COVID-19 Updates
Programs Announcements
Operations
Q&A
Sofie Kleppner
COVID-19

• Postdoc Telecommute Form
• Term Limit Changes
• H1B premium processing issues
• Postdoc case reporting process
Robin Sugiura
Programs updates

• PRISM Updates
  • May 20-23 online, all new recruits welcome
  • postdocs.stanford.edu/PRISM for details

• New weekly Self-Care email, wellness programs
  • Resilience on 5/27, 9am-12pm
  • Cooking classes; next on 5/27 and multiple upcoming

• New Teaching series: Build Your Teaching Toolkit (6 sessions, 5/14-6/2)

• Regular programs continuing online
Kevin Heller
Salary/stipend minimum increase

• New minimum $64,268 effective 1 September 2020
Addie Schnirel
Annualized salaries/stipends

• Postdoc pay = at least the minimum divided by 12 each month.
• Usually, the annual pay is equally distributed over the year.
• If you are going to do anything different, talk to us first.
• Salary audits:
  • 3/1/2020 audit - thanks for being responsive to the emails!
  • 4/1/2020 analysis to be completed
Clinical Trainee appointments

- We have help for you:
  - Go to [https://postdocs.stanford.edu/postdoc-admins/clinical-trainees](https://postdocs.stanford.edu/postdoc-admins/clinical-trainees) for guidance with Clinical Trainee and Clinical Scholar appointments.
  - Submit appointments to OPA 6 weeks prior to start date.
  - Only trainees with University funding sources require a dual appointment.
Kevin Heller
IDP system

• Progress: now testing!
• Shout-outs:
  • Chris Medina
  • Natalie Darling-Cabrera
  • Andrew Kim
  • Margaret Murphy
  • Angela Byrnes Estrada
  • Sarah Marks
  • Erica Dillingham
• Watch for updates!
Denise Livengood
Paylines must be approved to be paid!

• Please DO NOT leave paylines in DRAFT.
• Please remind all approvers to approve all lines by payment processing dates.
  • Schedule available on Fingate
• Paylines must be entered AND approved by payment processing dates for them to be processed for payment.
• Off-cycle checks must be requested in cases where checks are not processed.
• Errors have an impact!
Denise Livengood
Impact of incorrect pay line information

- Postdocs don’t get paid!
- Changing a pay line close to a deadline can prevent postdoc from getting paid if not approved on time.
- Unapproved pay lines are not considered for pool eligibility for payment of the institutional health premium portion.
  - Department’s guarantee account is charged.
  - Charge reversals require proof of salary and fringe paid.
  - Reimbursement requests must come within 90 days.
    - If department charged for September and postdoc was retro paid in October, department has until December to request reimbursement for September.
- Consider waiting to change a pay line until Month End Close is over to prevent pay line staying in C/P or P/P status.
Kevin Heller
LEAN Launch

• Brief overview
  • Three days to analyze appointment process
  • Fix now vs. ideas for future system

• A few outcomes
  • Is every step of the process required?
  • Do we need three signatures on SoM certificates?
  • Can we add logos to offer letters?
  • Can we create a simple H1B job aid?
  • Minimum salary checker in GFS?
  • Answers are on the website -- are they in the wrong place?
  • Can we get permissions to allow OPA to fix errors?
Kevin Heller  
LEAN Launch

• Help we got/are getting!
  • Pre/post survey
  • Over 60 postdoc admins participated
  • Elaine Tschorn
Tammy Wilson
Goodbye, funding change web form!

- Funding updates on the change web form are no longer required!
- No more September 1st minimum funding change web forms!
- We have requested that the funding module be removed from view.
- GFS entry is still required for ALL funding updates.

GFS is the “single source of truth” for funding data!