

Job Aid – Entry of Medical Insurance (Dependent Coverage) Subsidy by Department Staff

Purpose

Postdocs who enroll children or families in the Stanford-offered medical postdoc plans may receive subsidies from the University’s Family Healthcare Fund upon application. The subsidies apply directly to the insurance charge on the University bill on a monthly basis and are processed in GFS by OPA. In addition, departments and faculty may wish to provide additional subsidies to offset those insurance charges. To do so, GFS may also be used to apply those subsidies directly to the charge on the University Bill.

The following are the instructions for department administrators who would like to enter aid that would offset the amount owed by a postdoc for covering children or families in the Stanford postdoc medical plans (EPO and PPO) which is payable to the University via Stanford ePay.

Aid may be entered directly in GFS, as described below. This will apply a credit to the dependent charges for either the EPO or PPO postdoc plans which appear on the University Bill. This would then reduce the amount owed by the postdoc to the University every month.

Questions: submit a HelpSU Ticket: helpsu.stanford.edu > Student Services > Postdoctoral Affairs

- 1 Setup the Item Type for the PTA you intend to use: Steps:
 - a. Once you know the PTA that will be used to provide the subsidy, you will need to Item Type it accordingly. Under Item Type Setup, enter your PTA information, and navigate to the main Item Type screen.
 - b. Select **MON_OTH** as the Charge Priority and Save.
 - c. Once you have received confirmation that the Item Type has been set up, the subsidy can be entered in GFS.
 - d.
- 2 Steps to enter Department Subsidy:
 - a. Log in to PeopleSoft and navigate to the GFS Aid Entry screen.
 - b. Enter the EmplID of the postdoc and the current Aid Year and press *Search*.
 - c. On the FLSHP Stipend tab, add a new Aid Line, and enter in the following information:
Ident: Fam Hlth Prem Supp
Pay Org: your school or department’s Pay Organization
Monthly Amount: the amount you would like to cover. This may not exceed the amount billed to the postdoc (postdoc contribution towards coverage) .
Start Date: the first day of the month in which you would like to start the subsidy
End Date: the last day of the month in which you would like to end the subsidy
 - d. Click on the Detail button, and enter in the Item Type and PTA information that you created earlier. Be sure to click on the Copy to All Terms button, if necessary. Then click OK.
 - e. For status, change it to C to complete, and then click Save at the bottom of the page to route for Approval. The subsidy will be applied on a Monthly basis (between the 15th-20th of each month, depending on when the Student Bill is run).

Enter Fellowship Stipend													
Entry Quarterly/Notes WF Transaction													
[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]													
Aid Year: 2012 Institution: STANF													
TAL Category	Total Amt	Autumn PD	Winter PD	Spring PD	Summer PD								
All FLSHP Stipend	5547.21	1221.21	1854.00	1854.00	618.00								
STP003	Fam Hlth Pr	PAAA	NM-Fee	711.00	01/01/2012	07/31/2012	4977.00	Detail	<input type="checkbox"/>	X	Cancelled	Approved	+ -
STP004	Fam Hlth Pr	PAAA	NM-Fee	407.07	10/01/2011	12/31/2011	1221.21	Detail	<input type="checkbox"/>	C	Complete	Approved	+ -
STP005	Fam Hlth Pr	PAAA	NM-Fee	618.00	01/01/2012	07/31/2012	4326.00	Detail	<input type="checkbox"/>	C	Complete	Approved	+ -

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Important Notes:

- Only postdocs who have either PD + Children coverage or PD + Family coverage is eligible to receive the subsidy.
- The NM-Fee is only applied to Student Accounts in whole dollars. Please take this into account when entering the Monthly Amount.
- Currently, the system only allows subsidies be made to the Medical coverage for a postdoc+children or postdoc+family plans.
- If a Medical subsidy is entered for a month in which there is no dependent postdoc charge, the subsidy will sit as Unapplied Aid. Make sure you run your Unapplied Aid reports regularly.
- If you see a payline on the FLSHP Stipend with a Postdoc Family Fund Ident entry, that means the postdoc is receiving aid from the Family Healthcare Fund towards his/her family coverage. Either reduce your amount or contact the postdoc to decline the FHF subsidy if you will be covering the postdoc bill in full.