

PD WEBFORMS SYSTEMS TRAINING

Annelies Ransome
Associate Director for Administration

Sept. 2011

Today's Agenda

- ▣ Policy Resources & Reminders
- ▣ Roles, Authority and PeopleSoft
- ▣ New Appointments
- ▣ Change Form
- ▣ Termination
- ▣ Known Issues
- ▣ HelpSU

Agenda (Continued)

- ▣ Confidential Information
- ▣ Reviewing Information in PD Web Forms
- ▣ Tips for Recommendation Form
- ▣ Searching for Records in PD Web Forms
- ▣ Oct. 1st Salary Changes
- ▣ LOA Forms
- ▣ Departmental Transfers

Where to Find OPA Policies

- ▣ OPA's Admin Site:

<http://postdocs.stanford.edu/admin/>

- ▣ Postdoc Administrator Blog:

<http://postdocs.stanford.edu/admin/blog/>

(The Blog has the slides from AI's recent Policies & Procedures training.)

Important Reminders:

After August 12, 2011, *all transactions* will be done via the PD Web Forms only.

Questions sent to *postdocaffairs@stanford.edu* will receive an auto-reply instructing sender to use HelpSU.

Roles & Authority

Things to Know: Authority

- ▣ Authority for PD Web Forms granted by OPA.
 - You will receive an email notice when you have been granted the *four* sets of privileges you need to work in the system.

- ▣ Role #3 designates Roles #1 and #2
 - Submit via Help SU.
 - Info needed: Full legal name, SUNet ID (text, not #), email address and phone number.

- ▣ Role #3 designated only by *faculty* Department Chair or Division Chief.

Role #1: Admin. Entry

Role #1: Department Admin Entry - Required

- ▣ *Point of contact for the postdoc and the faculty member regarding paperwork: new appointments, leaves, extension of appointments and termination of appointments.*
- ▣ *Coordinates with other department staff, such as finance or faculty affairs, on funding questions.*
- ▣ *Submits the DS-2019 and makes the funding attestation required for international scholars.*
- ▣ *Provides a departmental and/or lab orientation for the new scholar*
- ▣ *Must be familiar with Stanford's policy and procedures related to postdoctoral scholars.*
- ▣ *Typically the same person who enters the GFS lines for the scholar.*

Role #2: Dept. Coordinator (OPTIONAL)

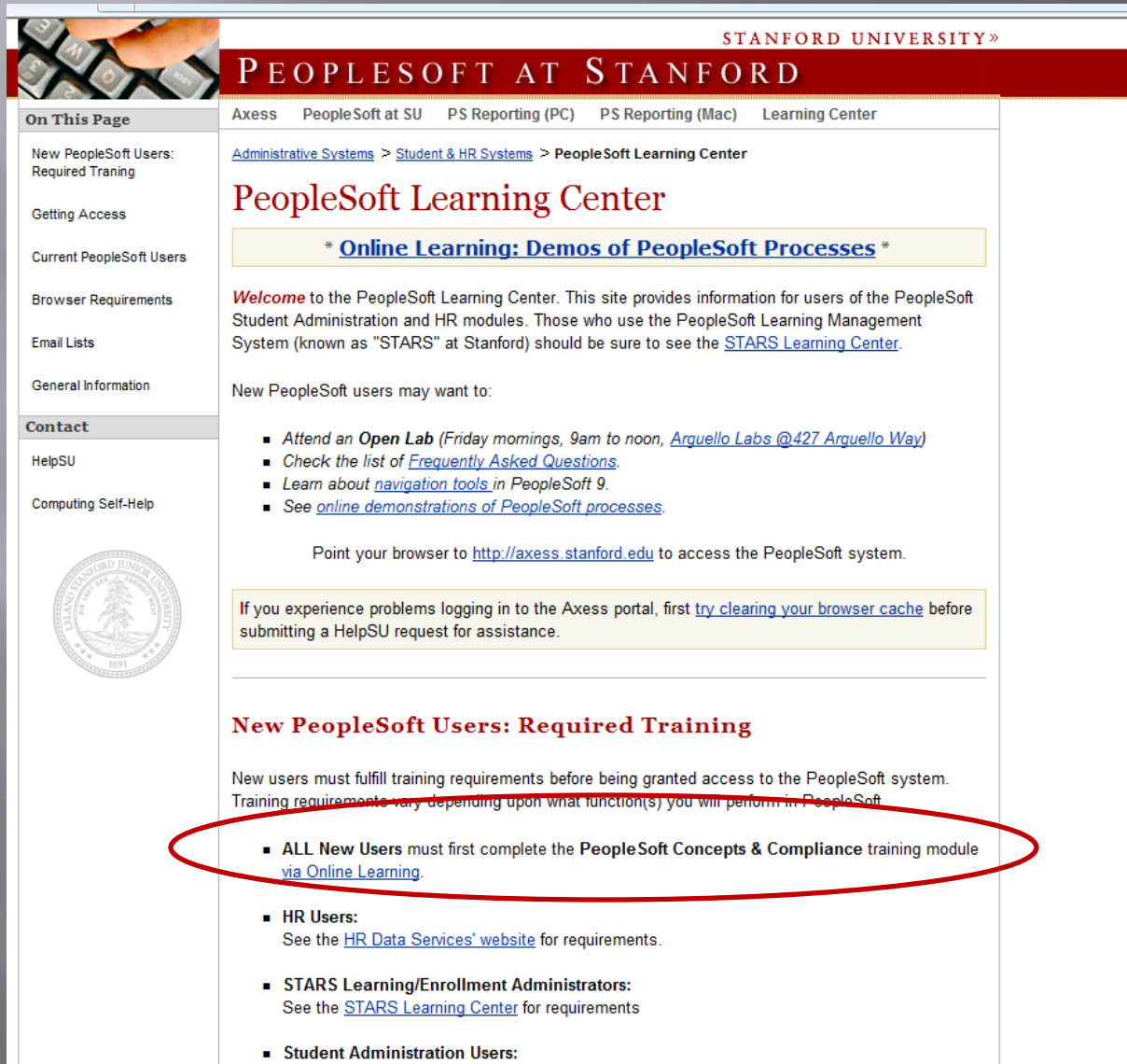
- *Useful for large departments (50+ postdocs) or departments with highly decentralized operations or affiliated research centers.*
- *In such areas, administrative associates may have the Department Admin Entry role while the Coordinator role is the one staff member with a deeper knowledge of postdoctoral policy and procedures can oversee the process for the whole Department or large unit. The Coordinator reviews the administrative associates work before an offer is extended to the postdoc.*
- *Is first point of contact for the Administrative Associates for policy and procedure questions.*
- *Reviews the Administrative Associates' work for completeness and adherence to university policy, including the funding level and the duration of appointment.*
- *Ensures that the proposed start date allows sufficient processing time for department and University approvals, including time required for international scholar visas.*
- *Reviews any special additions made to the offer letter, to ensure they do not conflict with university policy.*
- *For actions that fall outside of university policy: reviews the sponsoring faculty's request for policy exception and advises the faculty member on alternatives.*
- *May assist the Chair/Designee, and review each postdoctoral appointment in respect to department-specific policies and context.*
- *May not report to the appointing faculty member(s).*

Role #3: Department Chair/Manager/DFA

- *A postdoctoral appointment at Stanford is a contract between the University, the faculty sponsor and research mentor, and the postdoc. For the University to approve a recommendation to appoint a postdoc, departmental approval must be received. This authority rests with the Department Chair (or Division Chief in the School of Medicine), and is delegated to the Department Manager/DFA (or Division Manager in the School of Medicine).*
- *Required Approver: Reviews and Approves Transactions in Workflow*
- *Represents the department.*
- *Understands and act upon concerns regarding equity in funding level among all postdocs in the department have been examined.*
- *Confirms that the faculty member has the funds, space, etc necessary to make the appointment commitment for the duration of the proposed offer, and is in a position to bring the candidate to Stanford-- for example, there is no conflict of interest or pending departure of the faculty member to another institution.*
- *Confirms departmental approval of any special arrangement, such as concurrent postdoc/instructor appointments, or agreements regarding pursuing a degree while at Stanford.*
- *Does not report to the appointing faculty member.*

PeopleSoft Learning Center

<https://www.stanford.edu/dept/as/sandhr/learnps/index.html>



STANFORD UNIVERSITY»

PEOPLESOFT AT STANFORD


Access PeopleSoft at SU PS Reporting (PC) PS Reporting (Mac) Learning Center

On This Page

- New PeopleSoft Users: Required Training
- Getting Access
- Current PeopleSoft Users
- Browser Requirements
- Email Lists
- General Information

Contact

- HelpSU
- Computing Self-Help



Administrative Systems > Student & HR Systems > PeopleSoft Learning Center

PeopleSoft Learning Center

*** [Online Learning: Demos of PeopleSoft Processes](#) ***

Welcome to the PeopleSoft Learning Center. This site provides information for users of the PeopleSoft Student Administration and HR modules. Those who use the PeopleSoft Learning Management System (known as "STARS" at Stanford) should be sure to see the [STARS Learning Center](#).

New PeopleSoft users may want to:

- Attend an **Open Lab** (Friday mornings, 9am to noon, [Arguello Labs @427 Arguello Way](#))
- Check the list of [Frequently Asked Questions](#).
- Learn about [navigation tools in PeopleSoft 9](#).
- See [online demonstrations of PeopleSoft processes](#).

Point your browser to <http://axess.stanford.edu> to access the PeopleSoft system.

If you experience problems logging in to the Axess portal, first [try clearing your browser cache](#) before submitting a HelpSU request for assistance.

New PeopleSoft Users: Required Training

New users must fulfill training requirements before being granted access to the PeopleSoft system. Training requirements vary depending upon what function(s) you will perform in PeopleSoft.

- ALL New Users** must first complete the **PeopleSoft Concepts & Compliance** training module [via Online Learning](#).
- HR Users:**
See the [HR Data Services' website](#) for requirements.
- STARS Learning/Enrollment Administrators:**
See the [STARS Learning Center](#) for requirements
- Student Administration Users:**

New Appointment: Inviting a Postdoc

Data Required by the System to Invite Postdoc

- ▣ Postdoc's First and Last Name
- ▣ Postdoc's email address to be used until they arrive on campus
- ▣ Other departmental details provided to you by hiring faculty member (follow your group's internal practices and policies).

PeopleSoft Tab in Axess

Connect to PeopleSoft HR/SA

PEOPLESOFT USAGE AGREEMENT

BY CLICKING THE LINK BELOW YOU INDICATE YOUR AGREEMENT WITH ALL OF THE FOLLOWING STATEMENTS:

*

One

I understand the regulations regarding the use of all data in the PeopleSoft records.

Two

I accept responsibility for entering and maintaining accurate data in compliance with applicable laws and University policy.

Three

I accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants.

Four

I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

*

[I agree to the above](#)



Other Applications

ReportMart1: HR/SA

HelpSU (Online Help Request)

Stanford Who

Authority Manager

Course and Section Evaluations

Registry Administration



University Sites

Admin Guide, Personnel Policies

Admin Guide, Search

Stanford Benefits

Faculty Handbook

University Holidays

Training & References

HR Data Services

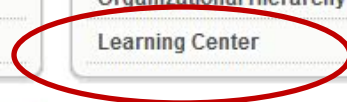
Deadlines

HR Contacts

Job Code Table

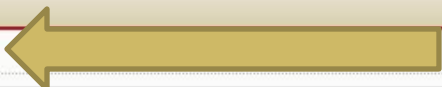
Organizational Hierarchy

Learning Center



Workflow

Workflow Home



Initiating a Postdoctoral Appointment (in Axxess)

The screenshot displays the Stanford University Axxess UAT web interface. At the top, the Stanford University logo and 'AXESS UAT' are visible on the left, and 'Welcome, Annelie' and a search bar are on the right. Below the header, there are navigation links for 'PeopleSoft', 'Employee Information', and 'STARS (Training)'. A 'Menu' sidebar on the left contains a search box and a list of categories: 'My Favorites', 'STF Web Forms', 'Self Service', 'STARS Menu', 'Training and References', 'Campus Community', 'Stanford Utilities', 'STF AX HR Selfservice', 'PeopleSoft', 'Worldlist', 'Reporting Tools', and 'Axxess Links'. The 'Campus Community' category is expanded, showing 'Personal Information (Student)' and 'STF PostDoc'. The 'STF PostDoc' section is highlighted in yellow and lists several sub-items: 'Post Doc Transactions', 'Administrative Forms', 'STF PDOC Type of Position Tbl', 'STF Pdoc OtherAffiliations', 'STF PostDoc Minimum Salary Setup', 'STF PostDoc Invite', and 'STF PostDoc Transaction status'. The main content area also features a 'Main Menu >' section with 'Campus Community' and 'Personal Information (Student)' links, each with a brief description of their functions.

STF PostDoc

The screenshot displays the Stanford University AXESS UAT interface. At the top, the Stanford University logo and 'AXESS UAT' are visible on the left, and 'Welcome, Annelies' and a search bar are on the right. Below the header, there are navigation tabs for 'PeopleSoft', 'Employee Information', and 'STARS (Training)'. A 'Menu' sidebar on the left contains a search field and a tree view with categories like 'My Favorites', 'STF Web Forms', 'Self Service', 'STARS Menu', 'Training and References', 'Campus Community', 'Personal Information (Student)', 'STF PostDoc', 'Stanford Utilities', 'STF AX HR Selfservice', 'PeopleSoft', 'Worldist', 'Reporting Tools', and 'Axess Links'. The 'STF PostDoc' category is expanded, showing a list of links. The main content area shows a breadcrumb trail 'Main Menu > Campus Community >' followed by a folder icon and the text 'STF PostDoc'. Below this, there are several links, each with a document icon: 'Post Doc Transactions' (with sub-links for 'STF PostDoc Change Requests', 'STF PostDoc ClearBenefit Inter', and 'STF PostDoc LOA Request'), 'STF Pdoc OtherAffiliations', 'STF PosDoc Minimum Salary Setup', 'STF PostDoc Transaction status', 'Administrative Forms', 'STF PDOC Type of Position Tbl', and 'STF PostDoc Invite' (which is circled in blue). The search bar at the top right indicates 'Search is temporarily disabled'.

Postdoc Invitation: click on the Add a New Value tab

STANFORD UNIVERSITY | **AXESS UAT**

PeopleSoft Employee Information STARS (Training)

Menu

Search:

- ▷ My Favorites
- ▷ STF Web Forms
- ▷ Self Service
- ▷ STARS Menu
- ▷ Training and References
- ▽ Campus Community
 - ▷ Personal Information (Student)
 - ▽ STF PostDoc
 - ▷ Post Doc Transactions
 - Administrative Forms
 - STF PDOC Type of Position Tbl
 - STF Pdoc OtherAffiliations
 - STF PosDoc Minimum SalarySetup
 - **STF PostDoc Invite**
 - Stf PostDoc Transaction status
- ▷ Stanford Utilities
- ▷ STF AX HR Selfservice
- ▷ PeopleSoft
- ▷ Worklist
- ▷ Reporting Tools
- ▷ Axess Links

STF PostDoc Invite

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Maximum number of rows to return (up to 300):

Email ID: begins with

Department: begins with 🔍

Manager ID: begins with 🔍

Faculty ID: begins with 🔍


First Name: begins with

Last Name: begins with

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)



Administrator must have a valid *personal* email address (not an @stanford.edu address) for the postdoc candidate. Enter the address and click “Add.”

STANFORD UNIVERSITY | **AXESS UAT**

PeopleSoft Employee Information STARS (Training)

Menu

Search:

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community
 - Personal Information (Student)
 - STF PostDoc
 - Post Doc Transactions
 - Administrative Forms
 - STF PDOC Type of Position Tbl
 - STF Pdoc OtherAffiliations
 - STF PosDoc Minimum SalarySetup

STF PostDoc Invite

Email ID: @yahoo.com

|

Do not skip this step – cannot add email address later!

A STF Postdoc Invite screen opens up:

1. Enter the candidate's first and last name as they should appear in PeopleSoft.
2. Click on the magnifying glass for DeptID and select the Acad Org for which you are authorized to recommend postdocs

PeopleSoft Employee Information STARS (Training) Add to Favorites

Menu

Search:

My Favorites
STF Web Forms
Self Service
STARS Menu
Training and References
Campus Community
Personal Information (Student)
STF PostDoc
Post Doc Transactions
Administrative Forms
STF PDOC Type of Position Tbl
STF Pdoc Other Affiliations
STF PosDoc Minimum Salary Setup
STF PostDoc Invite
STF PostDoc Transaction status

Stanford Utilities
STF AX HR Selfservice
PeopleSoft
Worklist
Reporting Tools
Axess Links

STF PostDoc Invite

Applicant's Email: @yahoo.com

First Name:

Last Name:

Department to which Postdoc candidate is applying

*DeptID:

*Faculty Sponsor ID:

Research Mentor ID:

Admin Contact: 05281677 Annelies Ransome Phone: Email Addr:

Phone: Email Addr:

Phone: 650/736-0129 Email Addr: pscs-dev-emails@stanford.edu

Email to Applicant: **Email Sent: No** **Email Sent On:**

Dear ,

Annelies Ransome in at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form. When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:
 - a. all identification pages of your passport

Click magnifying glass to select Faculty Sponsor and Research.

NOTE: If you *cannot* find the faculty member in the list, contact reg-courses@stanford.edu requesting the addition of the faculty member in the advisor table. You may not proceed without this setup being complete.

STANFORD UNIVERSITY | AXESS UAT

PeopleSoft Employee Information STARS (Training) Search is te [Add to Favorites](#)

Menu

Search:

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community
 - Personal Information (Student)
 - STF PostDoc
 - Post Doc Transactions
 - Administrative Forms
 - STF PDOC Type of Position Tbl
 - STF Pdoc OtherAffiliations
 - STF PosDoc Minimum SalarySetup
 - STF PostDoc Invite**
 - Stf PostDoc Transaction status
- Stanford Utilities
- STF AX HR Selfservice
- PeopleSoft
- Worklist
- Reporting Tools
- Axess Links

STF PostDoc Invite

Applicant's Email: e@yahoo.com

First Name: Annie

Last Name: Rannie

Department to which Postdoc Candidate is applying

*DeptID: CHEMISTRY Chemistry

*Faculty Sponsor ID: 02758902 Jeffrey Koseff

Phone: 650/736-2363 Email Addr: pscs-dev-emails@stanford.edu

Research Mentor ID:

Admin Contact: 05281677 Annelies Ransome Phone: 650/736-0129 Email Addr: pscs-dev-emails@stanford.edu

Email to Applicant: Email Sent: No Email Sent On:

Dear Annie Rannie,

Annelies Ransome in CHEMISTRY at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form. When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:
 - a. all identification pages of your passport

Do not remove text from the Email text but you may ADD text. When you save, the Email text will automatically update with the name and department information in the body of the message

STANFORD UNIVERSITY | AXESS UAT

PeopleSoft Employee Information STARS (Training) Add to Favorite

Menu

Search:

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community
 - Personal Information (Student)
 - STF PostDoc
 - Post Doc Transactions
 - Administrative Forms
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 - STF PostDoc Invite**
 - Stf PostDoc Transaction status
- Stanford Utilities
- STF AX HR Selfservice
- PeopleSoft
- Worklist
- Reporting Tools
- Axess Links

STF PostDoc Invite

Applicant's Email: a[REDACTED]@yahoo.com

First Name: Annie

Last Name: Rannie

Department to which Postdoc Candidate is applying

*DeptID: CHEMISTRY	Chemistry	Phone: 650/736-2363	Email Addr: pscs-dev-emails@stanford.edu
*Faculty Sponsor ID: 02758902	Jeffrey Koseff	Phone:	Email Addr:
Research Mentor ID:		Phone:	Email Addr:
Admin Contact: 05281677	Annelies Ransome	Phone: 650/736-0129	Email Addr: pscs-dev-emails@stanford.edu

Email to Applicant: Email Sent: No Email Sent On:

Dear Annie Rannie,

Annelies Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form.

NOTE: When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:

Clicked Send Email

STF PostDoc Invite

Applicant's Email: ar[REDACTED]e@yahoo.com

First Name: Annie

Last Name: Rannie

Department to which Postdoc Candidate is applying

*DeptID: CHEMISTRY Chemistry

*Faculty Sponsor ID: 02758902 Jeffrey Koseff Phone: 650/736-2363 Email Addr: pscs-dev-emails@stanford.edu

Research Mentor ID:

Admin Contact: 05281677 Annelies Ransome

Email to Applicant:

Dear Annie Rannie,

Annelies Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form.

NOTE: When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:

08/01/11 4:19PM

Message [X]

Your email to the prospective postdoc has been sent. (25400,21)

OK

Click Save

STANFORD UNIVERSITY | AXESS UAT

Employee Information STARS (Training) Add to Favorites

STF PostDoc Invite

Applicant's Email: [redacted]@yahoo.com

First Name: Annie

Last Name: Rannie

Department to which Postdoc Candidate is applying

*DeptID: CHEMISTRY Chemistry

*Faculty Sponsor ID: 02758902 Jeffrey Koseff Phone: 650/736-2363 Email Addr: pscs-dev-emails@stanford.edu

Research Mentor ID: [redacted] Phone: [redacted] Email Addr: [redacted]

Admin Contact: 05281677 Annelies Ransome Phone: 650/736-9429 Email Addr: pscs-dev-emails@stanford.edu

Email to Applicant:

Email Sent:	Yes	Email Sent On:	08/01/11 4:19PM
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Dear Annie Rannie,

Annelies Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form.

NOTE: When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:

Send Mail

Save

POSTDOC'S VIEW OF INVITATION

The postdoc receives the email generated by PeopleSoft

Test message: Important Notification to Start Your Stanford Postdoctoral Appointment Process.

Hide Details

FROM: workflow@psprcuat20.stanford.edu +

Monday, August 1, 2011 4:30 PM

TO: a[REDACTED]@yahoo.com

Dear Annie Ransome,

Annelies Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://secureportal.stanford.edu>, register as a user on the site, and complete the "New Postdoctoral Scholar Information Sheet" form.

NOTE: When registering on the site, you must use the same email address where you are receiving this notification.

Provide your demographic information and academic history on the form, and upload electronic copies (in .pdf format) of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, an official letter from your university showing your completion of your doctoral degree requirements is necessary.
2. Your current CV.
3. If you are not a US citizen, include:
 - a. all identification pages of your passport
 - b. any previous visa-related documents such as IAP-66, DS-2019, US visa stamps on passport, OPT application or OPT-EAD Card, any receipts of pending change of status petitions.
 - c. the same documents are required for any dependents (spouse/children) you intend to have join you at Stanford.
4. If your funding while at Stanford will be covered through an externally-awarded fellowship, government agency or other external sources, a copy of your funding letter is required.
5. Additional documents may be required by your department as noted below, such as copy of your CA medical license if you will be a clinical fellow at Stanford.

You may save and return to the form until you are ready to submit it. Your appointment process will not start at Stanford until you have submitted your information sheet and the above documents. You will receive an email notification when your form has been successfully submitted and approved.

For any questions regarding this important step to initiate your Stanford appointment, contact Annelies Ransome at pscs-dev-emails@stanford.edu.

Postdoc goes to the designated secure portal for Stanford and registers a Username and Password

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Login

User Name

Password [Login](#)

[Forgot your password?](#)

[New to the site?](#)

[Create your Username and Password now.](#)



- Useful Links
- [Bechtel International Center](#)
 - [Office of Postdoctoral Affairs](#)
 - [University Registrar's Office](#)

Welcome!

The Gateway to Stanford is a secure Portal where individuals in the early stages of joining the Stanford community may submit required information to begin their association with the University.

The site currently provides application forms for the following:

International students and job applicants:

Use this site to initiate Employment Visa requests.

Postdoctoral scholars:

Use this site to submit information required for processing your postdoctoral appointment.

Postdoc must use the same information used in the Invitation email: same email address and first and last names throughout the process

STANFORD
UNIVERSITY

About the Gateway:

Registering as a Gateway user gives you access to the forms you need to complete and submit as an international student or employee or as a prospective Postdoctoral Scholar.

Once your acceptance/appointment at Stanford is complete, you will be assigned a Stanford University Network ID (SUNet ID) and will have access to the University network and online services via the Axxess portal.



User Registration

Cancel

*First Name

*Last Name

*User Name
(should be lower case)

*Email

*Password

*Retype password

I have read and agree to the [Terms and Conditions](#) related to the creation and use of a Gateway to Stanford account. I Agree

Register

About the Gateway:

Registering as a Gateway user gives you access to the forms you need to complete and submit as an international student or employee or as a prospective Postdoctoral Scholar.

Once your acceptance/appointment at Stanford is complete, you will be assigned a Stanford University Network ID (SUNet ID) and will have access to the University network and online services via the Axxess portal.



User Registration

Cancel

*First Name Annie

*Last Name Rannie

*User Name
(should be lower case) aaarr

*Email [redacted]@yahoo.com

*Password ●●●●●●

*Retype password ●●●●●●

I have read and agree to the [Terms and Conditions](#) related to the creation and use of a Gateway to Stanford account. I Agree

Register

A message will appear confirming that a username and password have been created. Postdoc must then enter them below and click login

The screenshot displays the Stanford University login portal. At the top, the Stanford University logo is visible. A red oval highlights a notification box that reads: "User ID created successfully, Please login with your user name and password". Below this, the login form is shown, with another red oval highlighting the "User Name" and "Password" input fields and the "Login" button. To the right of the login form is a banner image of graduates holding signs that spell out "STANFORD". Below the banner, a "Welcome!" section provides information for international students and job applicants, and postdoctoral scholars.

STANFORD UNIVERSITY

User ID created successfully, Please login with your user name and password ✕

Login

User Name

Password **Login**

[Forgot your password?](#)

New to the site?
[Create your Username and Password now.](#)

Useful Links

- [Bechtel International Center](#)
- [Office of Postdoctoral Affairs](#)
- [University Registrar's Office](#)

Welcome!

The Gateway to Stanford is a secure Portal where individuals in the early stages of joining the Stanford community may submit required information to begin their association with the University.

The site currently provides application forms for the following:

International students and job applicants:

Use this site to initiate Employment Visa requests.

Postdoctoral scholars:

Use this site to submit information required for processing your postdoctoral appointment.

The Postdoc must click on the New Postdoctoral Scholar Data Form to start the process. NOT on the other links!

STANFORD
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User ID created successfully, Please login with your user name and password ×

Postdoctoral Scholars

[New Postdoctoral Scholar Data Form](#)

Employment Visa Applicants

[New Employment Visa Application](#)

Help

- [Reset Password](#)
- [Request Help: Visa Application](#)
- [Request Help: Postdoctoral Scholar](#)

Welcome

Welcome, Anny

Click one of the application forms at the left to begin.

The Data Form walks the postdoc step-by-step through various sections

Postdoc should save and click next to move to next section.

STANFORD UNIVERSITY [Logout](#)

Postdoctoral Scholar Data Form

Please enter your information below. **ATTENTION FOREIGN SCHOLARS:** Information must match the personal information on your and your dependents' passports.

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Fields marked with a "*" MUST match passport.

Current Section

- [Personal Details](#)
- [Personal Addresses](#)
- [Ethnicity](#)
- [Ext. Funding Details](#)
- [Education Details](#)
- [Work Experience](#)
- [Documents](#)
- [Finish](#)

[Home](#) [Save](#) [Next >](#)

*+First Name	<input type="text" value="Annie"/>	*+Last Name	<input type="text" value="Rannie"/>
+Middle Name	<input type="text"/>	Other Name	<input type="text"/>
Social Security Number	<input type="text" value="222-22-22"/>	*+Date of birth	<input type="text"/>
Tax Payer ID	<input type="text"/>	*Birth City	<input type="text"/>
Birth State or Province	<input type="text"/>	*Birth Country	Select Country
*Sex	<input type="radio"/> Male <input type="radio"/> Female	*Marital Status	Select Status

If previously at Stanford in any status, please provide Student ID #:

*Country of Citizenship	Select Country	*Country of Residency	Select Country
*Visa status requested at Stanford	Select Status		

Will you have dependents accompanying you to Stanford? Yes No

Underlined field labels means that more information is available. Click on the underlined label and a pop-up box appears providing more information

STANFORD UNIVERSITY

Postdoctoral Scholar Data Form

Please enter your information below. **ATTENTION FOREIGN SCHOLARS:** Information must match the personal information on your and your passport.

Information

Hello, you are logged in as AAARRR.

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Fields marked with a "+" MUST match passport.

Personal Details

*First Name

+Middle Name

Social Security Number

Tax Payer ID

Birth State or Province

*Sex

If previously at Stanford

*Country of Citizenship

*Visa status required

Will you have dependents accompanying you to Stanford? Yes No

Current Section

Personal Details

Personal Addresses

Ethnicity

Ext. Funding Details

Education Details

Work Experience

Documents

Social Security Number

U.S. Social Security Number (for non-citizens, if issued). Please enter only numeric values in the format 123456789. Only 9 characters allowed. No dashes between numbers. Entering this value is optional.

Form View for Foreign Scholar

Postdoctoral Scholar Data Form

Please enter your information below. **ATTENTION FOREIGN SCHOLARS:** Information must match the personal information on your and your dependents' passports.

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Fields marked with a "*" MUST match passport.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Personal Details

Home Save Next >

*+First Name	Annie	*+Last Name	Rannie
+Middle Name		Other Name	
Social Security Number	222222221	*+Date of birth	12/25/1955
Tax Payer ID		*Birth City	London
Birth State or Province		*Birth Country	United Kingdom
*Sex	<input type="radio"/> Male <input checked="" type="radio"/> Female	*Marital Status	Married

If previously at Stanford in any status, please provide Student ID #: _____

*Country of Citizenship	United Kingdom	*Country of Residency	United States
*Visa status requested at Stanford	Select Status		
*What is your current US Immigration status?	Select Status		

Visa Expiration details / Permanent Resident Number, if applicable: _____

*Sponsoring Institution	_____		
*City	_____	*State	Select State

Will you have dependents accompanying you to Stanford? Yes No

Pop-Up Help Info

Postdoctoral Scholar Data Form

Please enter your information below. **ATTENTION FOREIGN SCHOLARS:** Information must match the personal information on your and your dependents' passports.

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Fields marked with a "*" MUST match passport.

Current Section

Personal Details

Personal Addresses

Ethnicity

Ext. Funding Details

Education Details

Work Experience

Documents

Finish

Personal Details

Home Save Next >

*+First Name

+Middle Name

Social Security Num

Tax Payer ID

Birth State or Provin

*Sex

If previously at Stan

*Country of Citizen

*+Visa status requ

*+What is your curre

Visa Expiration det
if applicable

Alien Registration Number: A#

Start Date

Will you have dependents accompanying you to Stanford? Yes No

Visa status requested at Stanford

This is for informational purposes. Please select Exchange Visitor, J-1, the visa category for foreign postdocs at Stanford, unless you have discussed a different status with your department.

68764356879687654687

08-27-2011

End Date 08-22-2012

Pop-Up Additional Information

Postdoctoral Scholar Data Form

Please enter your information below. **ATTENTION FOREIGN SCHOLARS:** Information must match the personal information on your and your dependents' passports.

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Fields marked with a "+" MUST match passport.

Current Section

- Personal Details**
- Personal Addresses
- Ethnicity
- Ext. Funding Details
- Education Details
- Work Experience
- Documents

Personal Details Home Save Next >

*+First Name

+Middle Name

Social Security Number

Tax Payer ID

Birth State or Province

*Sex

If previously at Star

*Country of Citizenship

*Visa status required

*What is your current US Immigration status?

Visa Expiration date if applicable

Alien Registration Number: A#

Start Date End Date

What is your current US Immigration status?

Please upload your supporting documentation (such as prior DS-2019, passport pages or a copy of your green card) in the Documents section at the end of this form.

The email address here **MUST** be the same as the one that received the invitation to apply email from the administrator

UNIVERSITY

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses**
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Personal Addresses

Home Save < Previous Next >

*Email address [redacted]@yahoo.com MUST match email address used to register with Stanford department.

Current Mailing Address

*Address Line 1 PO Box 8888

Address Line 2 [] *City Stanford

*Country United States *Zip 94305

*State Select State

Phone (650) 555-1212 Valid Through Date 08-31-2012

Permanent address same as above Yes No

Please use your permanent home address from your home country

Permanent/Home Mailing Address

*Address Line 1 PO Box 8888

Address Line 2 [] *City Stanford

*Country United States *Zip 94305

*State Select State

Phone (650) 555-1212 Valid Through Date 08-31-2012

Postdoc may skip this page.

STANFORD UNIVERSITY [Logout](#)

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity**
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Ethnicity

[Home](#) [Save](#) [< Previous](#) [Next >](#)

Submission of ethnicity information is voluntary and not required as part of the Postdoctoral Scholar appointment process. Stanford invites all postdoctoral scholars to provide this information for analysis and reporting only. Submitted information will be kept confidential.

You may opt to skip this page. ←

1) Are you Hispanic or Latino ?

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino

2) What is your race? Select one or more

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other pacific Islander
- White

If the postdoc will have dependents, click Add Dependent and enter his/her information

Postdoctoral Scholar Application

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Family/Dependent Details

[Home](#) [< Previous](#) [Next >](#)

[Add Dependent](#)

Include spouses/partners and children regardless of whether they will accompany you to Stanford. Repeat the "Add Dependent" process for any additional dependents.

Current Section

- Personal Details
- ▼
- Personal Addresses
- ▼
- Ethnicity
- ▼
- Dependents**
- ▼
- Ext. Funding Details
- ▼
- Education Details
- ▼
- Work Experience
- ▼
- Documents
- ▼
- Finish

Information for dependents who are coming with a foreign scholar to Stanford is required. Click Add Dependent to save information.

STANFORD UNIVERSITY Logout

Postdoctoral Scholar Application

Information

Hello, you are logged in as AAARRR

[Click on underlined field names to see additional information about those fields.](#)

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Family/Dependent Details

*Will Accompany Scholar: Now Later

*Last Name

*First Name

Middle Name

*Birth Date

*Sex Male Female

*Birth City

*Birth Country

*Relationship

Cancel Add Dependent

Funding Information: Postdoc should upload any external funding letters, award notices here, where applicable.

If more than one funding source is provided, click Add Funding Details to provide information about the second source

STANFORD UNIVERSITY [Logout](#)

Action Processed. ×

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details**

External Funding Details

Home < Previous Next >

Add Funding Details

Repeat "Add Funding Details" if you have multiple funding sources to report.

Edit	Name Of The Funding Agency	Funding Amount (\$)	From Date	To Date
	NIH	53000	28-AUG-11	31-AUG-12

1 - 1

Academic History: Click arrow and enter name of institution. If institution does not exist, postdoc should search for “Unlisted University”

STANFORD UNIVERSITY

Postdoctoral Scholar Data Form

Information
Hello, you are logged in as AAARRR
Click on underlined field names to see additional information about those fields.

Educational Details

*Institution ID

State

Country

*Field of study

*Degree

*Degree Conferral Date

*Start Date of Attendance

*End Date of Attendance

Search Dialog - Windows Internet Explorer
Search Close

- (ICS) Center for Degree Studie, Scranton, PA, USA
- 05 Liceum Ogolnoksztalcace Augu, Krakow, POL
- 054th School, Samarkand, UZB
- 05th Liceum Ogolnoksztalcace, Wroclaw, POL
- 133 Russian High A Pushkin, Sofia, BGR
- 14th High School, Warsaw, POL
- 14th Liceum Ogolnoksztalcace, Wroclaw, POL
- 14th Lyceum D., Warsaw, POL
- 19th Liceum Ogolnoksztalcace, Warszawa, POL
- 19th Liceum Ogolnoksztalcace, Warszawa, POL
- 1st Lyceum of Koufalia, Koufalia, GRC
- 1st Peiramatiko Lykeio Athinon, Athens, GRC
- 1st Unified Lyceum of Kozani, Kozani, GRC
- 2 Likelo Ilioupolis, Ilioupolis, GRC
- 21st Century Experimental Sch, Beijing, CHN
- 27th High School, Sofia, BGR
- 2nd Academic Lyceum of TUIT, Tashkent, UZB
- 2nd Arsakeio Lyceum Psychico, Psychico, GRC

Click on Institution ID for more information

Do NOT enter residency or fellowship information. Only Degrees are provided here. Residencies, or postdoctoral fellowships and other training should be entered under Work Experience

Dependents
Ext. Funding Details
Education Details
Work Experience
Documents
Finish

Click Add Education Details to add more degrees. When done, Click Next.

STANFORD UNIVERSITY [Logout](#)

Action Processed. ×

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details**
- Work Experience
- Documents
- Finish

[Home](#) [< Previous](#) [Next >](#)

[Add Education details](#)

Please click "Add Education Details" to add information about additional degrees.

Institution ID	Country	Start Date	End Date	Degree	Degree Date	Field Of Study
Georgetown University	USA	01-AUG-07	01-AUG-11	SM	01-AUG-11	Chemistry

1 - 1

Work Experience: Click Add Work Experience here.

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience**
- Documents
- Finish

Work Experience

[Home](#) [< Previous](#) [Next >](#)

[Add Work Experience](#)

Enter relevant training and work history. Include medical residencies, teaching or research appointments, postdoctoral fellowship appointments, or other.

Enter information about positions held.

If none, cancel and move on to the next section

UNIVERSITY

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience**
- Documents
- Finish

Work Experience

*Position/Title

*Company/Institution

*City

State

*Country

*Primary Work Activity

*Start Date

*End Date

Current Employer

Postdoc can edit entries

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section


- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience**
- Documents
- Finish

Work Experience

[Home](#) [< Previous](#) [Next >](#)

[Add Work Experience](#)

Please click "Add Work Experience" to add information about additional work experience.

<u>Position/Title</u>	<u>Company/Institution</u>	<u>State</u>	<u>City</u>	<u>Country</u>	<u>Start Date</u>	<u>End Date</u>	<u>Work Activity</u>
 Researcher	Quantity Matters	DC	Washington	USA	01-JUN-11	01-AUG-11	Research

1 - 1

Document Uploads: Postdoc must provide the documents listed below.

STANFORD UNIVERSITY [Logout](#)

Action Processed. ×

Postdoctoral Scholar Data Form

Information
Hello, you are logged in as AAARRR

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

[Home](#) [< Previous](#) [Next >](#)

Please upload electronic copies of the following required documents:

1. Your doctoral diploma. If you do not have a diploma, provide an official letter from your university showing your completion of your doctoral degree requirements.
2. Your current Curriculum Vitae (CV).
3. If you are not a US citizen, include:
 - a. all identification pages of your passport
 - b. any previous visa-related documents such as IAP-66, DS-2019, US visa stamps on passport, OPT application or OPT-EAD Card, any receipts of pending change of status petitions.
 - c. the same documents are required for any dependents (spouse/children) you intend to have join you at Stanford.
4. If your funding while at Stanford will be covered through an externally-awarded fellowship, government agency, or other external sources, a copy of your funding letter is required.
5. Any additional documents required by your department, such as a copy of your CA medical license if you will be a clinical fellow at Stanford.

TO UPLOAD:

Click the "Browse" button to locate a document on your hard drive. After selecting the document, click the "Upload Document" button to attach. Please be sure that each document has a meaningful file name (e.g., YourName Doctoral Diploma).

Document

Uploaded Documents

Sr. No	Document Name
1	-

Postdoc can see files uploaded

4. If your funding while at Stanford will be covered through an externally-awarded fellowship, government agency, or other external sources, a copy of your funding letter is required.

5. Any additional documents required by your department, such as a copy of your CA medical license if you will be a clinical fellow at Stanford.

TO UPLOAD:

Click the "Browse" button to locate a document on your hard drive. After selecting the document, click the "Upload Document" button to attach. Please be sure that each document has a meaningful file name (e.g., YourName Doctoral Diploma).

Document

Browse...

Upload Document.

Uploaded Documents

Sr. No	Document Name
1	
2	Error Message.docx
3	Schedule.xls

**REMINDER: .docx
attached files do not
open in the system at
this time. Must be
.doc files or PDFs.**

Final Step: Must Click I agree in order to Submit the application.

Postdoctoral Scholar Data Form

Information

hello, you are logged in as AAARRR

Current Section

- Personal Details
- Personal Addresses
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents

Submit Application

[Home](#) [Previous](#) [Submit](#)

Agreement

I authorize Stanford University to conduct a thorough investigation of my prior employment and training, educational background, criminal records, and credentials verifications through the National Student Clearing House and/or my institution. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all the liability and responsibility all persons or entities requesting or supplying such information. I understand that appointment termination could result from investigation results. I certify that statements on the information sheet, CV, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information could result in appointment termination in cases where erroneous information is discovered. I understand that this appointment information sheet becomes part of the terms and conditions of appointment.

* I Agree

Confirmation that Form is submitted. Form and uploaded documents now go to the administrator for review and approval in Workflow

STANFORD
UNIVERSITY

Your Postdoctoral Scholar Information Sheet has been successfully submitted.^x

Employment Visa Applicants



[New Employment Visa Application](#)

Postdoctoral Scholars



[New Postdoctoral Scholar Data Form](#)

Help

- [Reset Password](#)
- [Request Help: Visa Application](#)
- [Request Help: Postdoctoral Scholar](#)

Welcome

Welcome, Annie

[Postdoctoral Scholar Data Form](#)

Transaction ID: 00791322

Transaction Status: **Unknown**

Confirmation email to postdoc after submission.

From: workflow@psprcuat20.stanford.edu
To: postdocaffairs@stanford.edu
Cc:
Subject: Test message: Information sheet with a transaction id # 00791321 has been submitted. Sent: Tue 8/2/2011 3:

Thank you for submitting your Information Sheet and the required documents to start your postdoctoral appointment at Stanford. The information has been sent to Rania Sanford for review. Upon review, you will receive an email when an offer may be extended.

For any questions about this review and the various steps in the process, contact Rania Sanford at psc-dev-emails@stanford.edu.

Confirmation email to Administrator (Role #1) and to faculty member after submission, with steps on next steps.

Subject: Test message: Information sheet with a transaction id # 00791322 has been submitted.

Annie Rannie has submitted his/her information to initiate the paperwork for his/her postdoctoral appointment at Chemistry. The information has been sent to you for review and verification. Please check the completion of all information provided in the Information Sheet and review the documents that the prospective postdoc has provided in accordance with University policy. The postdoc is required to upload the following documents before you can proceed with the process:

1. Postdoc doctoral diploma. If a diploma is not available, an official letter from a university official, typically the registrar, indicating completion of your doctoral degree requirements is necessary. Letters from doctoral advisors are not accepted.
2. Current CV.
3. If the prospective postdoc is not a US citizen:
 - a. all identification pages of your passport
 - b. any previous visa-related documents such as IAP-66, DS-2019, US visa stamps on passport, OPT application or OPT-EAD Card, any receipts of pending change of status petitions.
 - c. the same documents are required for any dependents (spouse/children) the prospective postdoc intends to have join him/her at Stanford.
4. If funding while at Stanford will be covered through an externally-awarded fellowship, government agency or other external sources, a copy of funding letter is required showing amounts and award period (start and end date).
5. Additional documents required by your department as noted in your communication with the prospective postdoc, such as copy of your CA medical license for Clinical Fellows.

If any of the above document is missing, you must return the Information Sheet to the prospective postdoc. The postdoc must provide these documents in order to receive an offer of appointment.

What you need to do next:

After you review the completion of the information and documents provided:

1. Go to <<link for Recommendation Sheet>> and complete the Recommendation Form to appoint your prospective postdoc
2. Obtain any additional terms regarding the postdoc offer in order to be added to the offer letter language. The online Recommendation Form will have a section designated for this addition.
3. For international postdocs only: Complete DS-2019 form online and submit it, or complete the H1B visa request form if an H1B is requested for the prospective postdoc (download the form from the Forms section under Administrators at <http://postdocs.stanford.edu>) and submit it online at postdocaffairs@stanford.edu.
4. Submit your completed Recommendation Form. It will then be sent for approval by your Department Coordinator (if required), Faculty Sponsor, Faculty Research Mentor (if different from Sponsor), and your Department Chair/Division Chief or their designee.
5. Monitor the progress of the workflow and the status of your appointment online at << Where?>>

When all approvals are secured, an offer letter will be generated for the prospective postdoc to accept online. The letter will include any additional terms you added in the Recommendation Sheet.

Upon accepting the offer online, all forms and documents will be sent to the Office of Postdoctoral Affairs for review and university approval.

If you have questions about postdoc-related policies or procedures:

1. Consult the Administrators section on the OPA website at <http://postdocs.stanford.edu>
2. Look up your question in the Frequently Asked Questions database at <http://askjane.stanford.edu>.
3. If you are unable to find your answer, you may contact the Office of Postdoctoral Affairs at postdocaffairs@stanford.edu.

Workflow Notification that Administrator (Role #1) needs to go into Workflow to review and approve

Subject: Test message: Rannie, Annie has requested your on-line approval for Initial PostDoc Request


A request for Initial PostDoc Request has been submitted for your review and approval.

LAST NAME: Rannie
FIRST NAME: Annie
TRANSACTION ID: 00791322


Please log into Axxess (<https://axess.stanford.edu/>) and click on the Employee Information tab on the top bar. Then select Workflow Home in order to review the request.

Workflow (Known Issue): Documents take up to 60 minutes to show up from SecurePortal. *This will be fixed.*

Prior Experience:	2 Months	Prior Research Experience:	Months
-------------------	----------	----------------------------	--------

Authorization Agreement 

[Supporting Documents](#)

 [Back to Workflow Home](#)

45 Minutes Later (after Browser Refresh too)...

Authorization Agreement ?

Supporting Documents

Document Name	Date/Time	View	Delete
website_list.pdf	2011-08-12 09:35:04.0 PDT	View	Delete
pdoc uploads shot.PNG	2011-08-12 09:35:04.0 PDT	View	Delete
OPA Tips & Tricks in New Module.docx	2011-08-12 09:35:04.0 PDT	View	Delete
OPA Door Tags.docx	2011-08-12 09:35:04.0 PDT	View	Delete
TESTING.doc	2011-08-12 09:35:04.0 PDT	View	Delete
Koala.jpg	2011-08-12 09:35:05.0 PDT	View	Delete

[Back to Workflow Home](#)

Role #1: Reviewing PostDoc Info in Workflow

- ▣ Data entered by PostDoc MUST MATCH information on DS2019, passport and/or visa.
- ▣ If any data is incorrect, e.g., birth date, full name, etc., Role #1 must *RETURN FORM TO POSTDOC via WorkFlow*.

New Appointment: Recommendation Form

After Review and Approval of the Data Form (Information Sheet), Administrator (Role #1) initiates a Recommendation Form

The screenshot displays the Stanford University AXESS UAT web interface. The top navigation bar includes the Stanford University logo, the text 'AXESS UAT', and a user greeting 'Welcome, Annelies'. A search bar indicates 'Search is temporarily disabled'. Below the navigation bar, there are links for 'PeopleSoft', 'Employee Information', and 'STARS (Training)', along with 'Add to Favorites' and 'Logoff' options.

The main content area is titled 'Menu' and shows a search bar. On the left, a sidebar menu lists various options, including 'My Favorites', 'STF Web Forms', 'Self Service', 'STARS Menu', 'Training and References', 'Campus Community', 'Personal Information (Student)', 'STF PostDoc', 'Post Doc Transactions', 'Administrative Forms', 'STF PDOC Type of Position Tbl', 'STF Pdoc OtherAffiliations', 'STF PosDoc Minimum SalarySetup', 'STF PostDoc Invite', 'STf PostDoc Transaction status', 'Stanford Utilities', 'STF AX HR Selfservice', 'PeopleSoft', 'Worklist', 'Reporting Tools', and 'Axess Links'.

The main content area displays a list of menu items under the heading 'Main Menu > Campus Community >'. The items are:

- STF PostDoc**
 - STF PostDoc
 - Administrative Forms** (highlighted with a red circle) - PostDoc Administrative Forms
 - STF PDOC Type of Position Tbl - STF PostDoc - Type of Position Table
 - STF PosDoc Minimum SalarySetup - STF PosDoc Minimum Salary Setup
 - STf PostDoc Transaction status - Stf PostDoc Transaction status
- Post Doc Transactions**
 - Post Doc Transactions
 - STF PostDoc Change Requests
 - STF PostDoc ClearBenefit Inter
 - STF PostDoc LOA Request
 - 4 More...

Select Recommendation Form

STANFORD
UNIVERSITY

AXESS
UAT

PeopleSoft Employee Information STARS (Training)

Postdoctoral Forms

Request Type

Recommendation Form

Termination Form

Change Transactions

Click Add to initiate a new Recommendation Form

PeopleSoft Employee Information STARS (Training)

Postdoctoral Forms

Request Type


Recommendation Form Termination Form Change Transactions


Web Form Transaction ID


Postdoctoral Request Type

First Name


Last Name

Academic Program 

Academic Plan 

Academic Sub-Plan 

Transaction Status

Adding Postdoc

STANFORD
UNIVERSITY

AXESS
UAT

PeopleSoft Employee Information STARS (Training)

Stf Pdocr Rqst

Stf Wf Transaction

Stf Wf Txn Approvr

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:



Supporting Documents

Save

Submit

Back

Print

Search for the Data Form by Last Name and/or First Name of the postdoc. Click on the correct one from the Search Results list.

Stf Pdocr Rqst Stf Wf Transaction Stf Wf Txn Approvr

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

Supporting Documents

Save Submit Back

Look Up

Look Up Select PostDoc Data Form

Transaction ID: begins with

Last Name: begins with

First Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

<u>Transaction ID</u>	<u>Last Name</u>	<u>First Name</u>
00791322	Rannie	Annie

This is the Recommendation Form!

Stf Pdocr Rqst Stf Wf Transaction Stf Wf Txn Approvr

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

***Postdoctoral Request Type:**

Is this request for Department Transfer:

[Comparative Display of Biographic Data](#) [Offer Letter](#) [Complete Information Sheet](#)

Supporting Documents

Admin can start, save and return to the Form anytime!

Request Type: "Research Scholar" or "Clinical Trainee" determines the questions on the rest of this form!

This hyperlinks to the Information Sheet (Data Form)

Reminder: Use “Departmental Transfer” if hiring a Stanford Postdoc from another group.

Sf Pdocr Rqst **Sf Wf Transaction** **Sf Wf Txn Approvr**

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

*Postdoctoral Request Type:

Is this request for Department Transfer:

[Comparative Display of Biographic Data](#) [Offer Letter](#) [Complete Information Sheet](#)

Supporting Documents

Click on View All to open full list of Education Details entered by the postdoc

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

00791322

*Postdoctoral Request Type:

Research

Is this request for Department Transfer:

No

[Comparative Display of Biographic Data](#)

[Offer Letter](#)

[Complete Information Sheet](#)

Appointee Information

Last Name: Rannie

First Name: Annie

Middle Name:

Date of Birth: 12/25/1955

Department Applied

*Dept ID: CHEMISTRY Chemistry

*Faculty Sponsor ID:

02758902 Jeffrey Koseff

Phone:

650/736-2363

Email Addr:

pscs-dev-emails@stanford.edu

*Research Mentor ID:

Phone:

Email Addr:

Education Details

Field | View All First 1 of 1 Last

Institution ID: 05030148 Georgetown University

Field of Study: CHEMISTRY

City: Washington State: DC

Country: USA United States

Degree: SM Master of Science

Degree Date: 08/01/2011

Start Date: 08/01/2007

End Date: 07/24/2011

Admin enters Academic Career and Appointment Information

Academic Information

*Academic Career: *Academic Program:

*Academic Plan: Academic Sub-Plan:

Other Stanford Association: **Use in the case of lab/research center affiliation**

Appointment Information

*Area of Research/Training - Position description:

*Appointment Start Date: *Offer Letter date:

*Appointment End Date:

Will the postdoctoral scholar conduct research outside of Stanford University campus?

Research Experience since last conferral date: Months

Research Experience, noted by department: Months

If the post doctoral scholar has an MD, Will he or she have patient contact?

Yes No

Additional Information regarding Patient Contact:

Additional details regarding this appointment to be included in the offer letter

254 characters left

Modifiable based on Research experience Post-doctoral degree only.

If yes, no longer need Signed Agreement for Services Outside Of Fellowship.

“Academic Career”: SoM Clinical Departments enter “MED” SoM Basic Science & All non-SoM Departments enter “GR”

Department Applied

CHEMISTRY Chemistry

Sponsor ID: Jeffrey Koseff Phone: 650/736-2363 Email Addr: pscs-dev-emails@stanford.edu

Mentor ID: Phone: Email Addr:

Details

ID: 05030148 Georgetown University State: D
Washington SM Master of Science
08/01/2007

Information

Career: GR Graduate

Plan:

Word Associations:

Student Information

Search/Training - Position description:

Start Date:

End Date:

Postdoctoral scholar conduct research outside of Stanford

Experience since last conferral date: 2 Months

Experience, noted by department: 2 Months

Postdoctoral scholar has an MD, Will he or she have patient contact? Yes No

Information regarding Patient Contact:

Look Up

Look Up *Academic Career

Academic Institution: STANF

Academic Career: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First Last

Academic Career Description	
GR	Graduate
GSB	Graduate School of Business
LAW	Law
MED	Medicine
UG	Undergraduate

Academic Plan Look-up

Phone: 650/736-2363 Email Addr: pscs-dev-emails@stanford.edu
Phone: Email Addr:

Georgetown University State: D
Master of Science

Graduate

Position description:

last conferral date: 2 Months
1 by department: 2 Months
has an MD, Will he or she have patient contact? Yes No
ding Patient Contact:

Look Up

Look Up *Academic Plan

Academic Institution: STANF

Academic Plan: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

<u>Academic Program</u>	<u>Academic Plan</u>	<u>Description</u>
CHEM	CHEM-PD	Chemistry (PD)

Enter All Funding Information Here.

* Admin may upload any additional documents here, including those missing from the Data Form. *

▼ Funding Details

Please enter the funding amount and a description of funding sources supporting this postdoctoral appointee. The text you enter in the description will be added to the Offer Letter. To verify the minimum funding required and other Stanford policies regarding funding, check: http://postdocs.stanford.edu/admin/how-to/paying_postdocs.html.

New Salary Paid through Stanford University, entered in GFS - Description	<input type="text"/>	Annual Amount:	<input type="text"/>
New Stipend / Fellowship support paid through Stanford University - Description	<input type="text"/>	Annual Amount:	<input type="text"/>
New Outside support with direct payment to fellow - Description	<input type="text"/>	Annual Amount:	<input type="text"/>
NIH			53000.00
Required Salary:	0.00	Total Annual Amount:	53000.00

▼ Department Administrator

Admin:	05281677	Annelies Ransome	
Phone:	650/736-0129	Email Add:	pscs-dev-emails@stanford.edu

Supporting Documents

The Form will indicate here the appropriate minimum total funding required (annualized) for the postdoc based on months of research experience. Total Annual Amount must meet or exceed that Required Salary.

Area of research populates the offer letter.

▼ Academic Information

*Academic Career: Graduate *Academic Program: Chemistry

*Academic Plan: Chemistry (PD) Academic Sub-Plan:

Other Stanford Associations:

▼ Appointment Information

*Area of Research/Training - Position description:

*Appointment Start Date: *Offer Letter date:

*Appointment End Date:

Will the postdoctoral scholar conduct research outside of Stanford University campus? Yes No

If yes, list location(s):

Research Experience since last conferral date: 2 Months

Research Experience, noted by department: Months

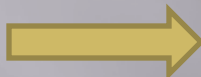
If the post doctoral scholar has an MD, Will he or she have patient contact? Yes No

Additional Information regarding Patient Contact:

Additional details regarding this appointment to be included in the offer letter

characters left

▼ Funding Details



Form Saved

Please enter the funding amount and a description of funding sources supporting this postdoctoral appointee. The text you enter in the description will be added to the Offer Letter. To verify the minimum funding required and other Stanford policies regarding funding, check: http://postdocs.stanford.edu/admin/how-to/paying_postdocs.html.

New Salary Paid through Stanford University, entered in GFS - Description

Annual Amount:

New Stipend / Fellowship support paid through Stanford University - Description

Message

Post Doc Form Saved Successfully (25400,15)

OK

New Outside support with direct payment to fellow - Description

NIH

Required Salary

Department Administrator

Admin: 05281677 Annelies Ransome

Phone: 650/736-0129

Email Addr: pscs-dev-emails@stanford.edu

Supporting Documents

Browse...

Upload

Save

Submit

Back

Print

Once Form is saved, you can Click on Offer Letter and verify it's complete and all formatting before you submit the Form.

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

00791322 

*Postdoctoral Request Type:

Research ▼

Is this request for Department Transfer:

No ▼

[Comparative Display of Biographic Data](#)

[Offer Letter](#)

[Complete Information Sheet](#)

Appointee Information

Last Name: Rannie

First Name: Annie

Middle Name:

Date of Birth: 12/25/1955

Department Applied

Offer Letter

August 2, 2011

FROM: Jeffrey Koseff, Department of Chemistry
Stanford University
Stanford, CA 94305

TO: Annie Rannie
PO Box 8888
Stanford, CA, USA 94305

Dear Dr. Rannie:


I am pleased to offer you an appointment as a Postdoctoral Scholar in the Department of Chemistry. This letter is intended to document our understanding of your appointment. As a member of the Stanford academic community, you will be subject to the applicable policies and procedures of the University; many of the policies and procedures that relate specifically to Postdoctoral Scholars are set forth in Research Policy Handbook (RPH) 9.4 and in the Stanford Postdoctoral Scholar Handbook (<http://postdocs.stanford.edu/handbook/>).

During this appointment, you will be involved in the exciting world of chemical reactions. Your initial appointment will begin on August 2, 2011 and end on August 31, 2012. Your total support for the initial year of training will be \$53,000, plus certain medical, dental, vision and life insurance coverage through Stanford's Postdoctoral Scholar programs. Your appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need or unsatisfactory performance on your part. Effective on October 1 of each year of your appointment your funding support may change in order to meet the university's stipend/salary levels of support for postdoctoral scholars in a given academic year. At the end of the initial appointment and subject to the term limits set forth in RPH 9.4 and the Postdoc Handbook, your appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

The source of your funding will be from NIH. At this time or during the term of your appointment, if you will receive other funding to support your postdoctoral training at Stanford, you are required to provide a

Can add additional information here back in the form.

(Registrar's Office or equivalent) is required before your appointment may start. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral. Send this statement (with a certified English translation, if needed).



For your records, please print a copy of this letter and the additional terms and conditions governing all postdoctoral appointments at Stanford at [http://postdocs.stanford.edu/admin/pdfforms/Terms and Conditions of Postdoctoral Offers.pdf](http://postdocs.stanford.edu/admin/pdfforms/Terms_and_Conditions_of_Postdoctoral_Offers.pdf) By clicking "Accept" below, you will be sending your acceptance of this offer and its terms electronically to Stanford. As is the case for all postdoctoral scholar appointments at Stanford, this offer is contingent upon approval by the Office of Postdoctoral Affairs. You will be notified by email once this process is completed.

I look forward to you joining the Department of Chemistry . Should you have any questions regarding your appointment, please contact Annelies Ransome by e-mail at psc-dev-emails@stanford.edu. Please visit the Office of Postdoctoral Affairs website at <http://postdocs.stanford.edu> (click on the "Incoming Postdocs" tab) for online orientation information which may be of guidance prior to and upon your arrival.

Sincerely,

Jeffrey Koseff

Where to add more information in the offer letter...

Additional details regarding this appointment to be included in the offer letter

In your position you will also be

215 characters left

Text Admin enters is added to the Offer Letter

degree has not yet been conferred, a statement of completion of studies from your home institution (Registrar's Office or equivalent) is required before your appointment may start. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral. Send this statement (with a certified English translation, if needed).

In your position you will also be

For your records, please print a copy of this letter and the additional terms and conditions governing all postdoctoral appointments at Stanford at [http://postdocs.stanford.edu/admin/pdfforms/Terms and Conditions of Postdoctoral Offers.pdf](http://postdocs.stanford.edu/admin/pdfforms/Terms_and_Conditions_of_Postdoctoral_Offers.pdf) By clicking "Accept" below, you will be sending your acceptance of this offer and its terms electronically to Stanford. As is the case for all postdoctoral scholar appointments at Stanford, this offer is contingent upon approval by the Office of Postdoctoral Affairs. You will be notified by email once this process is completed.

I look forward to you joining the Department of Chemistry . Should you have any questions regarding your appointment, please contact Annelies Ransome by e-mail at pacs-dev-emails@stanford.edu. Please visit the Office of Postdoctoral Affairs website at <http://postdocs.stanford.edu> (click on the "Incoming

To Retrieve a Saved Form

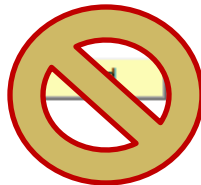
Postdoctoral Forms

Request Type

Recommendation Form Termination Form Change Transactions

Web Form Transaction ID	<input type="text"/>
Postdoctoral Request Type	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text" value="Rannie"/>
Academic Program	<input type="text"/>
Academic Plan	<input type="text" value="PD"/>
Academic Sub-Plan	<input type="text"/>
Transaction Status	<input type="text"/>

Search



Clear All

View of Workflow Transaction in PS

Stf Pdocr Rqst	Stf Wf Transaction	Stf Wf Txn Approvr
----------------	---------------------------	--------------------

Process: PD-REC-SHEET-PD-CITZN

Transaction ID: 00791323 Annelies Ransome has requested your on-line approv

Txn Status: Draft **Status Date/Time:** 08/02/2011 4:48:54PM
 Save As Draft **Initiator:** 05281677 Annelies Ransome

Originator Details	
EmplID: 05281677	Ransome,Annelies Ashoff
Phone: 650/736-0129	
Email: pscs-dev-emails@stanford.edu	

Comments:

For postdocs who will be Independent Centers and Labs, approvers from the academic department and the center/lab must review the Recommendation Form

Stf Pdocr Rqst | **Stf Wf Transaction** | **Stf Wf Txn Approvr**

Transaction ID: 00791323 Process: PD-REC-SHEET-PD-CITZN
Employee Type: Trans Deptid: CHEMISTRY

Restore Defaults

Roles Find | View All First 1-2 of 3 Last

Seq: 10 Role: PD-CHAIR-PROXY-DFA Appr Dept: CHEMISTRY

Approvers Find | View All First 1-2 of 2 Last

Default	ID	Name	+	-
<input checked="" type="checkbox"/>	09873373	Rania Sanford	<input type="button" value="+"/>	<input type="button" value="-"/>
<input checked="" type="checkbox"/>	09952755	Alistair Murray	<input type="button" value="+"/>	<input type="button" value="-"/>

Seq: 20 Role: PD-DEPT-ADMIN-VERIFY Appr Dept: CHEMISTRY

Approvers Find | View All First 1 of 1 Last

Default	ID	Name	+	-
<input checked="" type="checkbox"/>	05281677	Annelies Ransome	<input type="button" value="+"/>	<input type="button" value="-"/>

Click on “+” and for “Seq” enter “15”, for “Role” enter “PD-CHAIR-PROXY-DFA”, and the appropriate approver.

- If Role #1 is in the *department*, add approver from the center/lab.
- If Role #1 is in the *center/lab*, add approver from the department.

Submit Form!

Research

No

[Offer Letter](#) [Complete Information Sheet](#)

First Name: Annie

chemistry

Phone: 650/736-2363

Phone:

Email Addr: pscs-dev-emails@stanford.edu

Email Addr:

Find | View All First 1 of 1 Last

Message

PostDoc Recommendation request form submitted Successfully. (25400,94)

OK Cancel

Workflow Notification Email to Approver (Role #3):

Subject: Test message: Annelies Ransome has requested your on-line approval for a Postdoc Recommendation.

A Recommendation request for the following Postdoctoral Scholar has been submitted for your review and approval.

LAST NAME: Rannie


FIRST NAME: Annie

TRANSACTION ID: 00791323

Please log in to Axxess (<https://axess.stanford.edu/>) and click on the "Employee Information" tab on the top bar. Then click on the "Workflow Home" link in the "Workflow" pagelet to review the request.

Workflow Interface (Role #3)

My Approvals My PendingRequests

Sort By: 

PD-INFO-SHEET	<u>Rannie,Annie-PostDoc Request Type-Initial 01</u>
Transaction ID: 00791322 Pending Approval	
Received on: 08/02/11 4:06:15.000000PM	
Originated on: 08/02/11 4:06:15.000000PM	Comments:
Originated By:	

PD-INFO-SHEET	<u>test.test2004-PostDoc Request Type-Initial 01</u>
Transaction ID: 00791321 Pending Approval	

When Approvers (Role #3) opens Annie Rannie in Workflow

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

* Required field + Must match passport

Workflow Transaction Information						
WF Trans ID:	00791322	Status:	PENDING	Status Date & Time:	08/02/11 4:06:15PM	
Originator:	PeopleSoft Administrator	Email:		Phone:		

Approval Schedule							
	Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1	Patricia Richter	PD-DEPT-ADMIN1	Approver	10	PENDING	08/02/2011 4:06:15PM	
2	Annelies Ransome	PD-DEPT-ADMIN1	Approver	10	PENDING	08/02/2011 4:06:15PM	
3	Rania Sanford	PD-DEPT-ADMIN1	Approver	10	PENDING	08/02/2011 4:06:15PM	

[Back to Workflow Home](#)

Personal Details			
*+Last Name:	Rannie	*+First Name:	Annie
+Middle Name:		Other Names:	
Social Security Number:	216-39-4824	*+Date of Birth:	12/25/1955
Tax Payer ID:		*Birth City:	San Francisco
*Birth State or Province:		*Birth Country:	USA United States
*Sex:	<input type="radio"/> Male <input checked="" type="radio"/> Female	*Marital Status:	Married
*Country of Citizenship:	USA United States	*Country of Residence:	USA United States

Ethnicity Information
1) Are you Hispanic or Latino?

Workflow to DFA/Dept. Manager View (Role #3) cont...

Home Teaching Advising PeopleSoft Employee Information STARS (Training)

PHONE: 650 5551212 valid through Date: 08/31/2012

▼ Funding Details

*Will you be receiving outside funding? No Yes

Name of the Funding Agency	Funding Amount	Start Date	End Date
1 NIH	53000.00	08/28/2011	08/31/2012

▼ Education Details

Important: If previously at Stanford in any status, please provide Student ID #:

Previous/Current Institution(s) Find | View All First 1 of 1 Last

*Institution ID: 05030148 Georgetown University *Field of Study: CHEMISTRY
 *City: Washington *State: DC *Country: USA United States
 *Degree: SM Master of Science *Degree Conferral Date: 08/01/2011
 *Start Date of Attendance: 08/01/2007 *End Date of Attendance: 07/24/2011

▼ Work Experience

Present Occupation: Present Institution/Employer: Find | View All First 1 of 1 Last

*Position/Title: Researcher
 *Company/Institution: Quantity Matters
 *City: Washington *State: DC *Country: USA United States
 *Primary Work Activity: Research *Start Date: 06/01/2011 *End Date: 07/31/2011
 Prior Experience: 2 Months Prior Research Experience: 2 Months

Continued...

Home Teaching Advising PeopleSoft Employee Information STARS (Training)

Approve Return Decline  Print [Back to Workflow Home](#)

▼ Personal Details

*+Last Name:	Rannie	*+First Name:	Annie
+Middle Name:		Other Names:	
Social Security Number:	216-39-4824	*+Date of Birth:	12/25/1955
Tax Payer ID:		*Birth City:	San Francisco
*Birth State or Province:		*Birth Country:	USA United States
*Sex:	<input type="radio"/> Male <input checked="" type="radio"/> Female	*Marital Status:	Married
*Country of Citizenship:	USA United States	*Country of Residence:	USA United States

▼ Ethnicity Information

1) Are you Hispanic or Latino?

Yes, I am Hispanic or Latino

No, I am not Hispanic or Latino

2) What is your race? Select one or more.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

▼ Personal Addresses

*Email address: anneliesransome@yahoo.com

Current Mailing Address:

Workflow for Role #3: Approval does the next step - Sends Offer Letter to Candidate!

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET


* Required field + Must match passport

Workflow Transaction Information

WF Trans ID: 00791322 Status: **APPROVED** Status Date & Time: 08/02/11 4:26:00PM
 Originator: PeopleSoft Administrator Email: Phone:

Approval Schedule

Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1 Patricia Richter	PD-DEPT-ADMIN1	Approver	10	Peer Acted	08/02/2011 4:26:00PM	
2 Annelies Ransome	PD-DEPT-ADMIN1	Approver	10	Peer Acted	08/02/2011 4:26:00PM	
3 Rania Sanford	PD-DEPT-ADMIN1	Approver	10	APPROVED	08/02/2011 4:26:00PM	

 [Print](#) [Back to Workflow Home](#)

Personal Details

*+Last Name: Rannie *+First Name: Annie
 +Middle Name: Other Names:
 Social Security Number: 216-39-4824 *+Date of Birth: 12/25/1955
 Tax Payer ID: *Birth City: San Francisco
 *Birth State or Province: *Birth Country: USA United States
 *Sex: Male Female *Marital Status: Married
 *Country of Citizenship: USA United States *Country of Residence: USA United States

Ethnicity Information

1) Are you Hispanic or Latino?
 Yes, I am Hispanic or Latino
 No, I am not Hispanic or Latino

2) What is your race? Select one or more.
 American Indian or Alaska Native
 Asian
 Black or African American

Role #3's final view in Workflow

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

* Required field + Must match passport

Workflow Transaction Information

WF Trans ID: 00791322 Status: **APPROVED** Status Date & Time: 08/02/11 4:26:00PM
Originator: PeopleSoft Administrator Email: Phone:

Approval Schedule

Name	Approval Role	Approver Type	Approv
1 Patricia Richter	PD-DEPT-ADMIN1	Approver	10
2 Annelies Ransome	PD-DEPT-ADMIN1	Approver	10
3 Rania Sanford	PD-DEPT-ADMIN1	Approver	10

Message

Approval completed. Originator will be notified. (25100,185)

OK

Personal Details

*+Last Name: Rannie *+First Name: Annie
+Middle Name: Other Names:
Social Security Number: 216-39-4824 *+Date of Birth: 12/25/1955
Tax Payer ID: *Birth City: San Francisco
*Birth State or Province: *Birth Country: USA United States
*Sex: Male Female *Marital Status: Married
*Country of Citizenship: USA United States *Country of Residence: USA United States

Ethnicity Information

Workflow Status

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

* Required field + Must match passport

Workflow Transaction Information

WF Trans ID: 00791322 Status: **APPROVED** Status Date & Time: 08/02/11 4:26:00PM
 Originator: PeopleSoft Administrator Email: Phone:

Approval Schedule

Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1 Patricia Richter	PD-DEPT-ADMIN1	Approver	10	Peer Acted	08/02/2011 4:26:00PM	
2 Annelies Ransome	PD-DEPT-ADMIN1	Approver	10	Peer Acted	08/02/2011 4:26:00PM	
3 Rania Sanford	PD-DEPT-ADMIN1	Approver	10	APPROVED	08/02/2011 4:26:00PM	

[Back to Workflow Home](#)

Personal Details

*+Last Name: Rannie *+First Name: Annie
 +Middle Name: Other Names:
 Social Security Number: 216-39-4824 *+Date of Birth: 12/25/1955
 Tax Payer ID: *Birth City: San Francisco
 *Birth State or Province: *Birth Country: USA United States
 *Sex: Male Female *Marital Status: Married
 *Country of Citizenship: USA United States *Country of Residence: USA United States

Ethnicity Information

1) Are you Hispanic or Latino?
 Yes, I am Hispanic or Latino

When Rec Form is approved by the DFA/Department Manager (Role #3), an email notification goes to Postdoc asking him/her to return to the Secure Portal to review and accept/decline the offer.

Subject: Test message: Recommendation Sheet with transaction ID #:00791323

Dear Annie Rannie,

Chemistry has completed its preparation of your postdoctoral appointment paperwork at Stanford University. You must now go online to <http://secureportal.stanford.edu> in order to review the terms and conditions of your offer. Your online acceptance is required for the completed paperwork to be submitted to the university for final review and approval.

Please do not hesitate to contact me at [pscscs-dev-emails@stanford.edu](mailto:pscs-dev-emails@stanford.edu) if you have any questions or concerns about your offer of appointment.

Best wishes,
Annelies Ransome.

Offer Letter Language is sent by email to the faculty sponsor and research mentor. No action necessary.

Subject: Test message: Recommendation Request with transaction 00791323 for Annie, Rannie has been Submitted.

Dear Professor Jeffrey Koseff,

This is a notification that Annelies Ransome has submitted a recommendation on your behalf to appoint Annie Rannie as a postdoctoral scholar in Chemistry. Upon approval by the Department, your prospective postdoc will receive an offer letter electronically to document your agreement and university policy regarding postdoctoral scholars, and it will include the information you provided for this appointment as follows--

During this appointment, Annie Rannie will be involved in the exciting world of chemical reactions. The initial appointment will begin on August 2, 2011 and end on August 31, 2012. The total support for the initial year of training will be 53,000, plus certain medical, dental, vision and life insurance coverage through Stanford's Postdoctoral Scholar programs. This appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need or unsatisfactory performance on your postdoc's part. Effective on October 1 of each year, the funding support may change in order to meet the university's stipend/salary levels of support for postdoctoral scholars in a given academic year. At the end of this initial appointment and subject to the term limits set forth in Research Policy Handbook 9.4 and the Postdoc Handbook, this appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

The source of funding will be NIH. At this time or during the term of this appointment, if the postdoc will receive other funding to support the training at Stanford, the postdoc is required to provide a copy of the funding letter to the Office of Postdoctoral Affairs and to you. Receiving external support towards postdoctoral training at Stanford may alter the amount of funding offered to the postdoc from Stanford or other sources, or the responsibilities associated with this appointment.

Postdoctoral Scholars are required to attend a mandatory Postdoctoral Benefits Session upon their arrival at Stanford. The Benefits Session is held at 1215 Welch Road, Modular A, Conference Room 62 every Thursday from 10:00 a.m. to 12:00 p.m. Annelies Ransome will enroll your postdoc prior to the start of the appointment.

Stanford provides a range of health and other benefits to all postdoctoral scholars. Postdocs will have a choice between two medical plan options (HMO or PPO) plus dental, vision, disability and life insurance coverage. In order to secure health care coverage through the Stanford plans, the postdoc must enroll within the first 31 days of the appointment start date. Postdocs who are paid a "salary" by Stanford may save for your retirement by contributing to Stanford's Tax Deferred Annuity Plan. Postdoc benefits information and policy is available at <http://postdocs.stanford.edu/benefits/>.

All Postdoctoral Scholars at Stanford are eligible for leave benefits as follows: vacation of one day paid leave per calendar month of appointment (in addition to official University holidays); sick leave of 15 calendar days of absence due to illness per year; and paid maternity leave of up to six weeks. In addition, your postdoc may be eligible for family and medical leave. Please refer to the Research Policy Handbook 9.4 and the Postdoc Handbook for more details. Any leave policy must be acceptable to outside funding agencies.

At Stanford, Postdoctoral Scholars are considered students in advanced training and must be registered and receive at least the University's required minimum funding appropriate to them every academic quarter in order to receive privileges such as email, access to the libraries and athletic facilities.

The final approval of this appointment is contingent upon the postdoc providing any missing required documents, including evidence of completion of a doctoral degree program. If the final degree has not yet been conferred, a statement of completion of studies from a home institution official (Registrar's Office or equivalent) is required before the appointment may start. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral.

In your position you will also be

Please save a copy of this email for your records. The same information is included in the offer letter that will be available electronically to the postdoc for online acceptance before this appointment recommendation proceeds to the Office of Postdoctoral Affairs (OPA). Feel free to ask Annelies

IMPORTANT NOTE:

- ▣ While you are waiting for the postdoc to accept the offer letter, you will be able to see the “send to OPA” step in your WorkFlow queue but the “approve” button will be disabled – the system is waiting for the postdoc to approve the offer letter, which is done outside of Workflow.

New Appointment: Postdoc Reviews Offer Letter

Postdoc Returns to the Secure Portal...

STANFORD
UNIVERSITY

Login


User Name

Password

[Forgot your password?](#)

New to the site?

[Create your Username and Password now.](#)



Welcome!

The Gateway to Stanford is a secure Portal where individuals in the early stages of joining the Stanford community may start their association with the University.

The site currently provides application forms for the following:

International students and job applicants:

Use this site to initiate Employment Visa requests.

Postdoctoral scholars:

Use this site to submit information required for processing your postdoctoral appointment.

Postdoc's View

UNIVERSITY

Employment Visa Applicants

[New Employment Visa Application](#)

Postdoctoral Scholars

[New Postdoctoral Scholar Data Form](#)

[Reset Password](#)

[Request Help: Visa Application](#)

[Request Help: Postdoctoral Scholar](#)

Welcome

Welcome, Annie

[Postdoctoral Scholar Data Form](#)

Transaction ID: 00791322

Transaction Status: **Approved - Review Offer**

[View Offer Letter](#)

Accept Offer Letter

Gives the status of the process

Hyperlink to a PDF version of the Offer Letter. Postdoc must print out for record or save as PDF on his/her computer!

Postdoc must click on appropriate box to continue the process

Postdoc Goes to View Offer Letter

POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

Info
Hello, You are logged in as AAARRR

Current Section

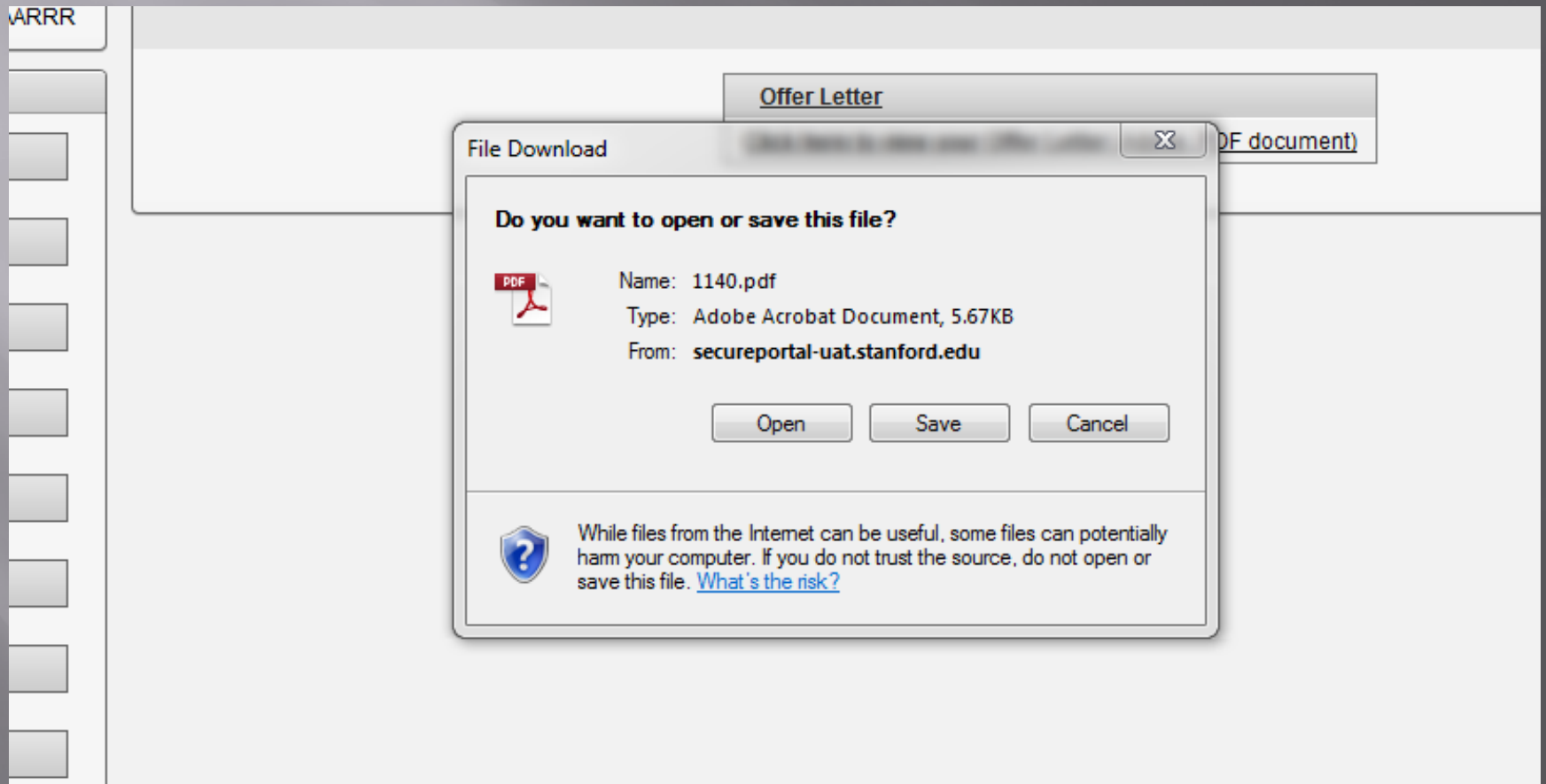
- Personal Details
- Personal Addresses
- Ethnicity
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Postdoctoral Scholar Appointment

[Home](#)

[Offer Letter](#)
[Click here to view your Offer Letter \(Adobe PDF document\)](#)

PDF Pop-Up Window



Postdoc's View of Offer Letter

August 2, 2011

FROM: Jeffrey Koseff, Department of Chemistry
Stanford University
Stanford, CA 94305

TO: Annie Rannie
PO Box 8888
Stanford, CA, USA 94305

Dear Dr. Rannie:

I am pleased to offer you an appointment as a Postdoctoral Scholar in the Department of Chemistry. This letter is intended to document our understanding of your appointment. As a member of the Stanford academic community, you will be subject to the applicable policies and procedures of the University; many of the policies and procedures that relate specifically to Postdoctoral Scholars are set forth in Research Policy Handbook (RPH) 9.4 and in the Stanford Postdoctoral Scholar Handbook (<http://postdocs.stanford.edu/handbook/>).

During this appointment, you will be involved in the exciting world of chemical reactions. Your initial appointment will begin on August 2, 2011 and end on August 31, 2012. Your total support for the initial year of training will be \$53,000, plus certain medical, dental, vision and life insurance coverage through Stanford's Postdoctoral Scholar programs. Your appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need or unsatisfactory performance on your part. Effective on October 1 of each year of your appointment your funding support may change in order to meet the university's stipend/salary levels of support for postdoctoral scholars in a given academic year. At the end of the initial appointment and subject to the term limits set forth in RPH 9.4 and the Postdoc Handbook, your appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

The source of your funding will be from NIH. At this time or during the term of your appointment, if you will receive other funding to support your postdoctoral training at Stanford, you are required to provide a copy of the funding letter to the Office of Postdoctoral Affairs and to me. Receiving external support

Accept or Reject Offer

UNIVERSITY

Employment Visa Applicants

[New Employment Visa Application](#)

Postdoctoral Scholars

[New Postdoctoral Scholar Data Form](#)

[Reset Password](#)

[Request Help: Visa Application](#)

[Request Help: Postdoctoral Scholar](#)

Welcome

Welcome, Annie

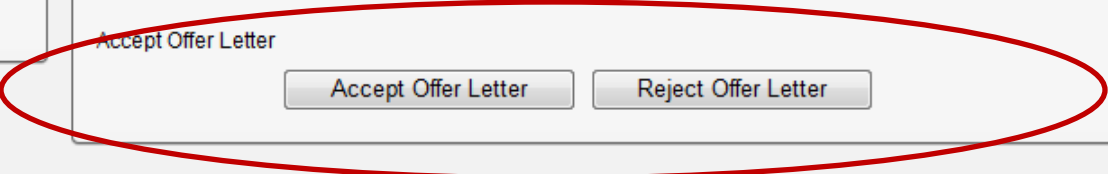
[Postdoctoral Scholar Data Form](#)

Transaction ID: 00791322

Transaction Status: **Approved - Review Offer**

[View Offer Letter](#)

Accept Offer Letter



Postdoc Accepted Offer

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, some of which are partially visible: 'ts', 'sa Application', 'cholar Data Form', 'ication', and 'oral Scholar'. The main content area is titled 'Welcome' and displays the following information:

- Welcome, Annie**
- [Postdoctoral Scholar Data Form](#)
- Transaction ID: 00791322
- Transaction Status: Offer Letter Accepted** (circled in red)
- [View Offer letter](#)

Email Notification to Postdoc confirming acceptance

Test message: Offer letter has been accepted for transaction ID # 00791323.

workflow@psprcuat20.stanford.edu

Sent: Tue 8/2/2011 5:15 PM

To: postdocaffairs@stanford.edu

Dear Annie Rannie:

Thank you for accepting your offer of postdoctoral appointment at Stanford University. Your appointment paperwork and your signed offer will now be sent to the Office of Postdoctoral Affairs for final review and final signoff.

For questions regarding your appointment and upcoming transition to Stanford may be directed to your administrator at Annelies Ransome at pscs-dev-emails@stanford.edu.

Email message to Admin noting acceptance of offer.

Admin (Role #1) must return to Workflow to complete submission to OPA!

Test message: Offer letter has been accepted for transaction ID # 00791323.

workflow@psprcuat20.stanford.edu

Sent: Tue 8/2/2011 5:15 PM

To: postdocaffairs@stanford.edu

Annie Rannie has accepted the offer of postdoctoral appointment online. In order to submit the complete appointment paperwork, please go to <http://axess.stanford.edu>, go to the PeopleSoft tab, and click on the Workflow Home link and submit the transaction to the Office of Postdoctoral Affairs for final review and final university approval. OPA does not receive the paperwork until after you have completed this final submission step.

Admin (Role #1) Workflow

My Approvals My PendingRequests

Sort By:

PD-REC-SHEET-PD-CITZN	Rannie,Annie-PostDoc Request Type-Research 02
Transaction ID: 00791323 Pending Approval	
Received on: 08/02/11 4:57:52.114025PM	App Start Date: 08/02/2011
Originated on: 08/02/11 4:32:05.000000PM	Comments:
Originated By: Annelies Ransome	
Acad Program: CHEM Chemistry	

PD-INFO-SHEET	test.test2004-PostDoc Request Type-Initial 01
Transaction ID: 00791321 Pending Approval	
Received on: 08/02/11 3:44:58.000000PM	Comments:
Originated on: 08/02/11 3:44:57.000000PM	
Originated By:	

PD-INFO-SHEET	test.test2003-PostDoc Request Type-Initial 01
Transaction ID: 00791320 Pending Approval	
Received on: 08/02/11 3:36:38.000000PM	Comments:
Originated on: 08/02/11 3:36:38.000000PM	
Originated By:	

Workflow Transaction Detail

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Workflow Transaction Information					
WF Trans ID:	00791323	Status:	PENDING	Status Date & Time:	08/02/11 4:57:52PM
Originator:	Ransome,Annelies Ashoff	Email:	pccs-dev-emails@stanford.edu	Phone:	650/736-0129

Approval Schedule						
Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1 Rania Sanford	PD-CHAIR-PROXY-DFA	Approver	10	APPROVED	08/02/2011 4:57:52PM	
2 Alistair Murray	PD-CHAIR-PROXY-DFA	Approver	10	Peer Acted	08/02/2011 4:57:52PM	
3 Annelies Ransome	PD-DEPT-ADMIN-VERIFY	Approver	20	PENDING	08/02/2011 4:57:52PM	
4 Shannon Monahan	PD-OPA-ADMIN1	Approver	30	-		

Approve	Return	Decline		Print	Back to Workflow Home
-------------------------	------------------------	-------------------------	--	-----------------------	---------------------------------------

Post Doc Transaction Details	
*Select PostDoc Information sheet:	00791322
*Postdoctoral Request Type	PostDoc Research Scholars
Is this request for Department Transfer:	No
Comparative Display of Biographic Data	Offer Letter
	Complete Information Sheet

Appointee Information		
Last Name:	Rannie	First Name: Annie
		Middle Name:
Date of Birth:		

Department of appointment		
*Dept ID:	CHEMISTRY	Chemistry
*Faculty Sponsor ID:		
	Phone:	Email addr:

Option to add note to OPA

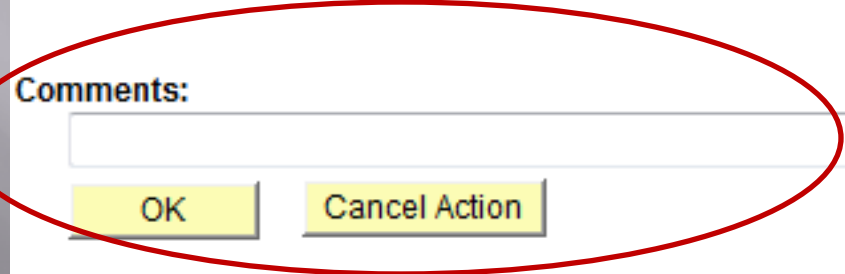
UNIVERSITY | UAT

PeopleSoft Employee Information STARS (Training)

Approval Comments

Comments:

OK Cancel Action



Form Sent to OPA!

Information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS management, & other appointment processes.

id + Must match passport

Transaction Information

00791323 Status: **PENDING** Status Date & Time: 08/02/11 5:26:36PM
Ransome,Annelies Ashoff Email: pscs-dev-emails@stanford.edu Phone: 650/736-0129

Approval Schedule

	Approval Role	Approver Type	Appr. Seq	Message
Stanford	PD-CHAIR-PROXY-DFA	Approver	10	Approval submitted for further processing. (25100,184) <input type="button" value="OK"/>
Murray	PD-CHAIR-PROXY-DFA	Approver	10	
De	PD-DEPT-ADMIN-VERIFY	Approver	20	
Monahan	PD-OPA-ADMIN1	Approver	30	

[Back to Workflow Home](#)

Transaction Details

Doc Information sheet: 00791322
Request Type: PostDoc Research Scholars

Admin may return to Workflow *ANYTIME*, go to “My Pending Transactions” tab and see the status of the form.

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Workflow Transaction Information		
WF Trans ID: 00791323	Status: PENDING	Status Date & Time: 08/02/11 5:26:36PM
Originator: Ransome,Annelies Ashoff	Email: pscs-dev-emails@stanford.edu	Phone: 650/736-0129

Approval Schedule							
	Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1	Rania Sanford	PD-CHAIR-PROXY-DFA	Approver	10	APPROVED	08/02/2011 4:57:52PM	
2	Alistair Murray	PD-CHAIR-PROXY-DFA	Approver	10	Peer Acted	08/02/2011 4:57:52PM	
3	Annelies Ransome	PD-DEPT-ADMIN-VERIFY	Approver	20	APPROVED	08/02/2011 5:26:36PM	
4	Shannon Monahan	PD-OPA-ADMIN1	Approver	30	PENDING	08/02/2011 5:26:36PM	

[Back to Workflow Home](#)

Post Doc Transaction Details	
*Select PostDoc Information sheet:	00791322
*Postdoctoral Request Type	PostDoc Research Scholars
Is this request for Department Transfer:	No
Comparative Display of Biographic Data	Offer Letter
	Complete Information Sheet

Appointee Information		
Last Name:	Rannie	First Name: Annie
Date of Birth:		Middle Name:

Department of appointment

OPA Reviews and ...

Approves!

Admin and Postdoc get the following emails.

Faculty sponsors and mentors are also cc'ed.

Workflow Notification of OPA's Approval.

From: workflow@psprcuat20.stanford.edu
To: postdocaffairs@stanford.edu
Cc:
Subject: Test message: PostDoc Research Scholars request for Rannie, Annie has been Approved

Approved By: Shannon Monahan

00791323 has been approved by Shannon Monahan

Type of Request: PostDoc Research Scholars
Last name: Rannie
First name: Annie
Transaction Id: 00791323
Comments:

From: workflow@psprcuat20.stanford.edu
To: postdocaffairs@stanford.edu
Cc:
Subject: Test message: Recommendation sheet has been approved.

Sent: Tue 8/2/2011 5:45

Dear Dr. Annie Rannie:

I am writing to confirm that your appointment as a postdoctoral scholar at Stanford University has been reviewed and approved for the period starting 2011-08-02 to 2012-08-31. We have completed the processing of your Postdoctoral Appointment. You may access your Stanford ID number by contacting your department administrator.

Your Online Postdoctoral Orientation:

The Office of Postdoctoral Affairs website (OPA) <http://postdocs.stanford.edu/> has a section titled Incoming Scholars which contains useful information as you prepare for your arrival to Stanford. Please consult this page, particularly the relevant information under Prior to Arrival http://postdocs.stanford.edu/incoming_scholars/prior_to_arrival.html and Upon Arrival. The first page, Prior to Arrival, includes steps to obtain your SUNet ID which you will need if you wish to apply for Stanford student housing, for example. The site also includes important information on what you need to do in your first few weeks at Stanford. Please review it and follow the checklists we provide to you in order to prepare for a successful transition to our campus.

Upon your arrival, you are required to attend a Benefits Session organized by the Postdoc Benefits Group in Stanford's Human Resources. Please ask your department administrator to enroll you in that session. Your administrator will inform you of any remaining steps with respect to your transition to your new position and if you have training or other requirements that are part of your postdoctoral appointment. The Office of Postdoctoral Affairs welcomes you to Stanford!

Al Murray
Postdoctoral Services Manager
Office of Postdoctoral Affairs
1215 Welch Road
Modular A, Room 84
Stanford, CA 94305-5402
work: (650) 498-7618

Questions? Submit a HelpSU Ticket at <http://helpsu.stanford.edu>. Request Category: Student Services. Request Type: Postdoctoral Affairs

Upload to PeopleSoft

- ▣ The notice that the appointment has been approved by OPA does not mean that the appointment data has been uploaded to PeopleSoft. The approval notice gets sent the moment “approve” is hit by OPA in WorkFlow, not the moment the data is uploaded to PeopleSoft.
- ▣ To check if the appointment is active in PeopleSoft, log-in and look for the ID #.

CHANGE TRANSACTION FORM

Used for:

- Reappointments
- Changing Faculty Sponsor
 - Salary Change
- Change of Start Date

CHANGE FORM

Connect to PeopleSoft HR/SA

PEOPLESOFT USAGE AGREEMENT

BY CLICKING THE LINK BELOW YOU INDICATE YOUR AGREEMENT WITH ALL OF THE FOLLOWING STATEMENTS:

*

One
I understand the regulations regarding the use of all data in the PeopleSoft records.

Two
I accept responsibility for entering and maintaining accurate data in compliance with applicable laws and University policy.

Three
I accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants.

Four
I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

*

[I agree to the above](#)

Workflow

[Workflow Home](#)

Other Applications

[ReportMart1: HR/SA](#)

[HelpSU \(Online Help Request\)](#)

[Stanford Who](#)

[Authority Manager](#)

[Registry Administration](#)

University Sites

[Admin Guide,Personnel Policies](#)

[Admin Guide, Search](#)

[Stanford Benefits](#)


[Faculty Handbook](#)

[University Holidays](#)


Menu

- Search:
- My Favorites
 - STF Web Forms
 - Self Service
 - STARS Menu
 - Training and References
 - Campus Community**
 - Personal Information (Student)
 - STF PostDoc
 - Stanford Utilities
 - STF AX HR Selfservice
 - PeopleSoft
 - Worklist
 - Reporting Tools
 - Acess Links

Main Menu >








 **Campus Community**

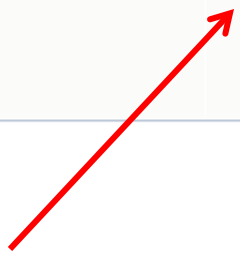
Maintain bio/demo information about people and organizations, maintain 3C information.

 **Personal Information (Student)**

Enter personal data, biographical, health, identification and participation information for a student.

 **STF PostDoc**

- STF PostDoc
-  Post Doc Transactions
-  **Administrative Forms**
-  STF PDOC Type of Position Tbl
-  STF Pdoc OtherAffiliations
-  STF PosDoc Minimum SalarySetup
-  STF PostDoc Invite
-  Stf PostDoc Transaction status



Postdoctoral Forms

Request Type

Recommendation Form

Termination Form

Change Transactions

Web Form Transaction ID

EmpID

First Name

Last Name

Academic Program



Academic Plan



Academic Sub-Plan



Transaction Status



Search

Add

Clear All

Click "Add" if you are starting any type of NEW Change Form .

If you already started a form and did not submit it, *or* you would like to find the last change form submitted for a postdoc, enter some search criteria and then click "Search."

To Change Annie Rannie

PeopleSoft Employee Information STARS (Training)

Postdoctoral Forms

Request Type

Recommendation Form Termination Form **Change Transactions**


~~Web Form Transaction ID~~


~~EmplID~~

~~First Name~~

~~Last Name~~

~~Academic Program~~

~~Academic Plan~~ 

~~Academic Sub-Plan~~ 

~~Transaction Status~~

Stf Pdoc Change Rqst Stf Wf Transaction Stf Wf Txn Approvr

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Request Type

Appointment dates change Faculty change Funding change

▼ Bio Demo

*Student ID: 

*Acad Org: 

Academic Program:

Academic Plan:

Academic Sub-Plan:

Appointment type:

Original Appointment Start date:

Appointment End date:

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment: 0

Months of Current Appointment: 0 Salary: 0.00

Visa/Permit Type:

Visa End date:

Faculty Sponsor:

Faculty Mentor:

Additional Information regarding terms:



Comments:



Save

Submit

Back

Print

Check the type of change you are submitting
Enter the Student ID number or click on
magnifying glass and search for your postdoc

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Request Type

Appointment dates change Faculty change Funding change

▼ Bio Demo

*Student ID:

*Acad Org:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Appointment type:

Original Appointment Start date:

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment:

Months of Current Appointment:

Visa/Permit Type:

Faculty Sponsor:

Faculty Mentor:

▼ Appointment Date Change

Appointment Start Date Changes

Update the below date only to indicate a modification in the start of this to indicate an earlier start, or a deferred start, for example, due to visa delays. Do not change the appointment start date if this is an extension request and make the change only in the Appointment End Date below. Note that you may not change Bechtel and Postdoc Benefits of changes in Start Dates.

New Appointment Start Date:

Look Up ✕

Look Up *Student ID

EmpID:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>
Academic Program:	begins with ▼	<input type="text"/>
Academic Plan:	begins with ▼	<input type="text"/>
Academic Subplan:	begins with ▼	<input type="text"/>

Look Up
Clear
Cancel
[Basic Lookup](#)

Stf Pdoc Change Rqst | Stf Wf Transaction

Post Doctoral Scholars Appoi Changes

Request Type

Appointment dates change

▼ Bio Demo

*Student ID: 🔍

*Acad Org: 🔍

Academic Program:

Academic Plan:

Academic Sub-Plan:

Appointment type:

Original Appointment Start date:

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this A

Months of Current Appointment:

Visa/Permit Type:

Faculty Sponsor:

Faculty Mentor:

▼ Appointment Date Change

Look Up *Student ID

EmplID:

Last Name: Rannie

First Name:

Academic Program:

Academic Plan:

Academic Subplan:

[Basic Lookup](#)

Search Results

View 100 Fi

EmplID	Last Name	First Name	Academic Career	Student Career Nbr	Academic Program	Academic Program	Academic Program Status	Academic Plan	Academic Plan
05779467	Rannie	Annie	Graduate	0	CHEM	Chemistry	Active	CHEM-PD	Chemistry (PD)

Appointment Start Date Changes

Update the below date only to indicate a modification in the start of the postdoctoral appointment in your department. Use this to indicate an earlier start, or a deferred start, for example, due to a postponement of the degree conferral dates or due to visa delays. Do not change the appointment start date if this is an extension request. Leave the default date unchanged.

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes



Request Type

 Appointment dates change

 Faculty change

 Funding change

▼ Bio Demo


*Student ID:  Annie Rannie
 *Acad Org:  Chemistry
 Academic Program: CHEM Chemistry
 Academic Plan: CHEM-PD Chemistry (PD)
 Academic Sub-Plan:
 Appointment type: Research Scholar PD
 Original Appointment Start date: 08/02/2011 Appointment End date: 08/31/2012
 Post Graduate Year (PGY):
 Months of Applicable Experience Prior to this Appointment: 2
 Months of Current Appointment: 13 Salary: 53000.00
 Visa/Permit Type: UN Visa End date:
 Faculty Sponsor: Jeffrey Koseff
 Faculty Mentor:

The appointment Information is Displayed based on the Recommendation Form and any previous Change Forms

▼ Appointment Date Change

Appointment Start Date Changes

Update the below date only to indicate a modification in the start of the postdoctoral appointment in your department. Use this to indicate an earlier start, or a deferred start, for example, due to a postponement of the degree conferral dates or due to visa delays. Do not change the appointment start date if this is an extension request. Leave the default date unchanged if this is an extension request and make the change only in the Appointment End Date below. Note that you must notify Bechtel and Postdoc Benefits of changes in Start Dates.

New Appointment Start Date: 

Extensions of Appointments

Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End Date noted above, do not use this form. Instead, complete a Termination Form instead. If the appointment is ending at an earlier date than initially offered and the action is initiated by the Faculty Sponsor/Mentor, complete an Early Termination

Months of Current Appointment:

13

Salary:

53000.00

Visa/Permit Type:

UN

Visa End date:

Faculty Sponsor:

Jeffrey Koseff

Faculty Mentor:

Appointment Date Change

Appointment Start Date Changes

Update the below date only to indicate a modification in the start of the postdoctoral appointment in your department. Use this to indicate an earlier start, or a deferred start, for example, due to a postponement of the degree conferral dates or due to visa delays. Do not change the appointment start date if this is an extension request. Leave the default date unchanged if this is an extension request and make the change only in the Appointment End Date below. Note that you must notify Bechtel and Postdoc Benefits of changes in Start Dates.

New Appointment Start Date:

08/02/2011



Leave this date unchanged UNLESS you are noting a delayed or earlier start of a new postdoc

Extensions of Appointments

Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End Date noted above, do not use this form. Instead, complete a Termination Form instead. If the appointment is ending at an earlier date than initially offered and the action is initiated by the F notice by following the instructions at <http://postdocs.stanford.edu> a Termination Form.

New Appointment End Date (Extensions):



Enter New End Date Here for a Reappointment Tab out of field to recalculate below.

Total Experience with Reappointment Term Included:

15 Months

Applicable Research Experience To-Date:

3 Months

If this number changes to over 60 months, STOP! You are exceeding the five year max limit for postdoc status.

New Faculty Sponsor Information

Use this section to update the Faculty Sponsor and Faculty Research Mentor information. If a research identified for this postdoc, leaving this field blank when updating the sponsor information will retain the name. If you wish to make a change to the research mentor, enter the new mentor's information below. removing a research mentor and no other mentor is identified, you must now enter the faculty sponsor's

Applicable Research Experience To-Date:

3 Months

▼ **New Faculty Sponsor Information**

Use this section to update the Faculty Sponsor and Faculty Research Mentor information. If a research mentor was identified for this postdoc, leaving this field blank when updating the sponsor information will retain the research mentor name. If you wish to make a change to the research mentor, enter the new mentor's information below. If you are removing a research mentor and no other mentor is identified, you must now enter the faculty sponsor's name in the Mentor field in addition to keeping it as the sponsor in order to update the information in PeopleSoft.

***Faculty Sponsor:**

Faculty Research Mentor

Comments:

▼ **New Annual Salary / Funding**

Use this section to provide the following information: indicating the October 1 funding adjustment; any increases during the year; any changes in the types of funding sources (i.e., switching support from stipend to salary and vice versa); any new information regarding fellowship support or new awards. Include in the Comments section below details of external or internal fellowship awards including the end date of award. The Effective Date below indicates the date on which the funding change takes place.

Faculty Research Mentor

Comments:

▼ New Annual Salary / Funding

Use this section to provide the following information: indicating the October 1 funding adjustment; any increases during the year; any changes in the types of funding sources (i.e., switching support from stipend to salary and vice versa); any new information regarding fellowship support or new awards. Include in the Comments section below details of external or internal fellowship awards including the end date of award. The Effective Date below indicates the date on which the funding change takes place.

*New Annual Salary Eff Date:

New Salary Paid through Stanford University, entered in GFS - Description

Amount:

New Stipend / Fellowship support paid through Stanford University - Description

Amount:

New Outside support with direct payment to fellow - Description

Amount:

→ Required Salary: Total: 0.00

Additional Information regarding terms:

Comments:

Save

Submit

Back

Print

ating the Octob
switching sup
rds. Include in
ard. The Effecti

Message ✕

Salary that is provided is below the expected salary

OK

GFS - Description

Amount:

University - Description

Amount:

Description

Message [X]

Post Doc Form Saved Successfully (25400,15)

OK

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e., switching sup
wards. Include in
ward. The Effecti

in GFS - Description

Amount:

rd University - Description

Amount:

Postdoctoral Forms

Request Type

Recommendation Form Termination Form Change Transactions

Web Form Transaction ID

EmplID

First Name

Last Name ←

Academic Program 🔍

Academic Plan 🔍

Academic Sub-Plan 🔍

Transaction Status

Search Results Customize | Find | 🔍 | 📄 | 🔍 | First 1 of 1 Last

<u>Transaction ID</u>	<u>EmplID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Academic Program</u>	<u>Academic Plan</u>	<u>Academic Sub-Plan</u>	<u>Transaction Status</u>
1 00791329	05779467	Rannie	Annie	CHEM	CHEM-PD		Draft

You can search for a particular form you have already been working on or the status of forms using one or more **Search** parameters.

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes


Request Type


 Appointment dates change

 Faculty change

 Funding change

▼ Bio Demo

*Student ID:  Annie Rannie

*Acad Org:  Chemistry

Academic Program: CHEM Chemistry

Academic Plan: CHEM-PD Chemistry (PD)

Academic Sub-Plan:

Appointment type: Research Scholar PD

Original Appointment Start date: 08/02/2011

Appointment End date: 08/31/2012

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment: 2

Months of Current Appointment: 13 Salary: 53000.00

Visa/Permit Type: UN

Visa End date:

Faculty Sponsor: Jeffrey Koseff

Faculty Mentor:

▼ Appointment Date Change

Appointment Start Date Changes

Update the below date only to indicate a modification in the start of the postdoctoral appointment in your department. Use this to indicate an earlier start, or a deferred start, for example, due to a postponement of the degree conferral dates or due to visa delays. Do not change the appointment start date if this is an extension request. Leave the default date unchanged if this is an extension request and make the change only in the Appointment End Date below. Note that you must notify Bechtel and Postdoc Benefits of changes in Start Dates.

New Appointment Start Date: 

Extensions of Appointments

Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End Date noted above, do not use this form. Instead, complete a Termination Form instead. If the appointment is ending at an earlier date than initially offered and the action is initiated by the Faculty Sponsor/Mentor, complete an Early Termination notice by following the instructions at <http://postdoc.stanford.edu/department/how-to-leave-form.html> in addition to submitting

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes



Request Type

 Appointment dates change

 Faculty change

 Funding change

▼ Bio Demo


***Student ID:**  Annie Rannie
***Acad Org:**  Chemistry
Academic Program: CHEM Chemistry
Academic Plan: CHEM-PD Chemistry (PD)
Academic Sub-Plan:
Appointment type: Research Scholar PD
Original Appointment Start date: 08/02/2011 **Appointment End date:** 08/31/2012
Post Graduate Year (PGY):
Months of Applicable Experience Prior to this Appointment: 2
Months of Current Appointment: 13 **Salary:** 53000.00
Visa/Permit Type: UN **Visa End date:**
Faculty Sponsor: Jeffrey Koseff
Faculty Mentor:

▼ Appointment Date Change

Appointment Start Date Changes


Update the below date only to indicate a modification in the start of the postdoctoral appointment in your department. Use this to indicate an earlier start, or a deferred start, for example, due to a postponement of the degree conferral dates or due to visa delays. Do not change the appointment start date if this is an extension request. Leave the default date unchanged if this is an extension request and make the change only in the Appointment End Date below. Note that you must notify Bechtel and Postdoc Benefits of changes in Start Dates.


New Appointment Start Date:

Extensions of Appointments


Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End Date noted above, do not use this form. Instead, complete a Termination Form instead. If the appointment is ending at an earlier date than initially offered and the action is initiated by the Faculty Sponsor/Mentor, complete an Early Termination notice by following the instructions at http://postdocs.stanford.edu/admin/how-to/early_term.html in addition to submitting

Director 



Funding

Provide the following information: indicating the October
in the types of funding sources (i.e., switching sup
ding fellowship support or new awards. Include in
awards including the end date of award. The Effecti
place.

Effective Date: 


through Stanford University, entered in GFS - Descript

Amount:

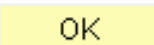
ship support paid through Stanford University - Description
 Amount:

Amount:

with direct payment to fellow - Description
 Amount:


Message 

You have changed the appointment start date of this postdoc. Continue?
(25400,133)



Extensions of Appointments

Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End Date noted above, do not use this form. Instead, complete a Termination Form instead. If the appointment is ending at an earlier date than initially offered and the action is initiated by the Faculty Sponsor/Mentor, complete an Early Termination notice by following the instructions at http://postdocs.stanford.edu/admin/how-to/early_term.html in addition to submitting a Termination Form.


New Appointment End Date (Extensions): 


Total Experience with Reappointment Term Included: 15 Months

Applicable Research Experience To-Date: 3 Months

▼ **New Faculty Sponsor Information**

Use this section to update the Faculty Sponsor and Faculty Research Mentor information. If a research mentor was identified for this postdoc, leaving this field blank when updating the sponsor information will retain the research mentor name. If you wish to make a change to the research mentor, enter the new mentor's information below. If you are removing a research mentor and no other mentor is identified, you must now enter the faculty sponsor's name in the Mentor field in addition to keeping it as the sponsor in order to update the information in PeopleSoft.


***Faculty Sponsor:**  Rodney Beard

Faculty Research Mentor 


Comments:


▼ **New Annual Salary / Funding**

Use this section to provide the following information: indicating the October 1 funding adjustment; any increases during the year; any changes in the types of funding sources (i.e., switching support from stipend to salary and vice versa); any new information regarding fellowship support or new awards. Include in the Comments section below details of external or internal fellowship awards including the end date of award. The Effective Date below indicates the date on which the funding change takes place.

***New Annual Salary Eff Date:** 

New Salary Paid through Stanford University, entered in GFS - Description	<input type="text"/>	Amount:	<input type="text"/>
New Stipend / Fellowship support paid through Stanford University - Description	<input type="text"/>	Amount:	<input type="text"/>
New Outside support with direct payment to fellow - Description	<input type="text" value="HHMI FELLOWSHIP"/>	Amount:	<input type="text" value="10000.00"/>
Required Salary:		Total:	<input type="text" value="10000.00"/>


*Faculty Sponsor:  Rodney Beard

Faculty Research Mentor 

Comments: 

▼ New Annual Salary / Funding

Use this section to provide the following information: indicating the October 1 funding adjustment; any increases during the year; any changes in the types of funding sources (i.e., switching support from stipend to salary and vice versa); any new information regarding fellowship support or new awards. Include in the Comments section below details of external or internal fellowship awards including the end date of award. The Effective Date below indicates the date on which the funding change takes place.

*New Annual Salary Eff Date: 

New Salary Paid through Stanford University, entered in GFS - Description

Amount:

New Stipend / Fellowship support paid through Stanford University - Description

Amount:

New Outside support with direct payment to fellow - Description

Amount:

Required Salary: **Total:** 10000.00

Additional Information regarding terms:



Comments:



Faculty Sponsor: 00020644 Rodney Beard

Faculty Research Mentor

Comments:

New Annual Salary / Funding

Use this section to provide the following information: indicating the October start date for the year, any changes in the types of funding sources (i.e., switching support from internal to external), new information regarding fellowship support or new awards. Include information regarding internal fellowship awards including the end date of award. The Effective Date of any funding change takes place.

New Annual Salary Eff Date: 08/15/2011

New Salary Paid through Stanford University, entered in GFS - Description

Amount:

New Stipend / Fellowship support paid through Stanford University - Description

Amount:

New Outside support with direct payment to fellow - Description

HMMI FELLOWSHIP Amount: 10000.00

Required Salary: Total: 10000.00


Additional Information regarding terms:

Message [X]

Post Doc Form Saved Successfully (25400,15)

OK

of changes in Start Dates.

08/15/2011 

ension end date for this postdoc here. If the New End Date is earlier of the APPOINTMENT End
this form. Instead, complete a Termination Form instead. If the appointment is ending at an
ed and the action is initiated by the Faculty Sponsor/Mentor, complete an Early Termination
tions at http://postdocs.stanford.edu/admin/how-to/early_term.html in addition to submitting

Extensions): 08/31/2012 


Appointment Term Included:

ence To-Date:


ation

e Faculty Sponsor and Faculty Research Mentor information. If a research mentor was
ving this field blank when updating the sponsor information will retain the research mentor
change to the research mentor, enter the new mentor's information below. If you are
and no other mentor is identified, you must now enter the faculty sponsor's name in the
ping it as the sponsor in order to update the information in PeopleSoft.

00020644  Rodney Beard



ding terms:

Message 

PostDoc Change Request has been submitted successfully (25400,90)

Submitted

Stf Pdoc Change Rqst Stf Wf Transaction Stf Wf Txn Approvr

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Request Type

Appointment dates change Faculty change Funding change

▼ Bio Demo

*Student ID:	05779467	Annie Rannie
*Acad Org:	CHEMISTRY	Chemistry
Academic Program:	CHEM	Chemistry
Academic Plan:	CHEM PD	Chemistry (PD)

Role #1's Workflow

My Approvals | **My PendingRequests**

Sort By:

PD-CHANGE-TRANSACTION-PD

Annie Rannie-PostDoc Request Type-PdocChange 06


Transaction ID: 00791329 Pending Approval

Last Updated on: 08/03/2011 3:28:02.000000PM

Originated on: 08/03/2011 2:50:30.000000PM

Originated by: Annelies Ransome

Comments:

 Notify

[My Approvals](#) | [My PendingRequests](#)

Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Workflow Transaction Information

WF Trans ID: 00791329 **Status:** PENDING **Status Date & Time:** 08/03/11 3:28:02PM
Originator: Ransome,Annelies Ashoff **Email:** pscs-dev-emails@stanford.edu **Phone:** 650/736-0129

Approval Schedule

Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1 Shannon Monahan	PD-OPA-ADMIN1	Approver	10	PENDING	08/03/2011 3:28:02PM	



Print

[Back to Workflow Home](#)

Request Type

Appointment dates change
 Faculty Change
 Funding change

Bio Demo

***Student ID:** 05779467 Annie Rannie
***Acad Org:** CHEMISTRY Chemistry
Academic Program: CHEM Chemistry
Academic Plan: CHEM-PD Chemistry (PD)
Academic Sub-Plan:
Appointment type: Research Scholar PD
Original Appointment Start date: 08/02/2011 **Appointment End date:** 08/31/2012
Post Graduate Year (PGY)

When You Submit a Change Form, an email notification goes out to the Administrator (Role #1) with a cc to the Faculty Sponsor/Mentor

Test message: PostDoc Change Request for Annie Rannie with a Transaction ID: 00791329 has been submitted.

workflow@psprcuat20.stanford.edu

Sent: Wed 8/3/2011 3:30 PM

To: postdocaffairs@stanford.edu

A change request for the postdoctoral appointment in CHEMISTRY for Annie Rannie has been made by Annelies Ransome.

The change is in :- change of appointment start date: 2011-08-15, change of appointment end date: 2012-08-31, change of faculty sponsorship :- New Faculty Advisor(s) updated to Rodney Beard , .

The change request is now under review by the Office of Postdoctoral Affairs in accordance with University policy. If you have any concerns or questions regarding the information submitted for review, please contact the Annelies Ransome at pacs-dev-emails@stanford.edu or the Office of Postdoctoral Affairs at postdocaffairs@stanford.edu.

Administrator is notified via Workflow of the OPA Approval

From: workflow@psprcuat20.stanford.edu
To: postdocaffairs@stanford.edu
Cc:
Subject: Test message: Appmentdate,Fund,Factly Change request for Rannie, Annie has been Approved

Approved By: Shannon Monahan

00791329 has been approved by Shannon Monahan

Type of Request: Appmentdate,Fund,Factly Change

Last name: Rannie

First name: Annie

Transaction Id: 00791329

Comments:

When OPA approves, the following email is sent out to the postdoc and is copied to the Administrator (Role #1)

From: workflow@psprcuat20.stanford.edu
To: postdocaffairs@stanford.edu
Cc:
Subject: Test message: PostDoc Change Request for Annie Rannie with a Transaction ID: 00791329 has been Approved.

Sent: Wed 8/3/2011 3:4

Dear Dr. Annie Rannie:

I am writing to confirm that the changes in the terms of your current appointment as a postdoctoral scholar at Stanford University requested by Annelies Ransome have been reviewed and approved as follows:

change of appointment start date: 2011-08-15, change of appointment end date: 2012-08-31, change of faculty sponsorship :- New Faculty Advisor(s) updated to Rodney Beard ,

Please contact the Office of Postdoctoral Affairs within 7 days of the date of this notification if further changes or corrections need to be made to this request.

Best Regards,

Al Murray
Postdoctoral Services Manager
Office of Postdoctoral Affairs
1215 Welch Road
Modular A, Room 84
Stanford, CA 94305-5402
work: (650) 498-7618

TERMINATION FORM

Used for:

- Early Terminations
- End of Term Terminations
- Departmental Transfers

TERMINATION FORM

PeopleSoft Employee Information STARS (Training)

Menu

Search:

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community**
- Personal Information (Student)
- STF PostDoc
- Stanford Utilities
- STF AX HR Selfservice
- PeopleSoft
- Worklist
- Reporting Tools
- Acess Links

Main Menu >



Campus Community

Maintain bio/demo information about people and organizations, maintain 3C information.



Personal Information (Student)

Enter personal data, biographical, health, identification and participation information for a student.



STF PostDoc




STF PostDoc

- Post Doc Transactions
- Administrative Forms**
- STF PDOC Type of Position Tbl
- STF Pdoc OtherAffiliations
- STF PosDoc Minimum SalarySetup
- STF PostDoc Invite
- Stf PostDoc Transaction status

Postdoctoral Forms

Request Type

Recommendation Form Termination Form Change Transactions

Web Form Transaction ID	<input type="text"/>
EmplID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Academic Program	<input type="text"/> 
Academic Plan	<input type="text"/> 
Academic Sub-Plan	<input type="text"/> 
Transaction Status	<input type="text"/> ▼

Search

Add

Clear All

POSTDOCTORAL SCHOLAR TERMINATION FORM

* Required field + Must match passport

▼ Bio Demo

*Student ID: 🔍

Student Email:

Acad Program:

Acad Sub-Plan:

Fellowship / Program:

▼ Dates of Appointment

Start Date:

*New End Date: 📅

*Action Reason: 🔍

▼ Forwarding Information

*Address Line 1:

*City:

State:

*Email ID:

▼ Professional Information

*Acad Org: 🔍

Look Up

Look Up *Student ID

EmpIID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Academic Program: begins with ▼

Academic Plan: begins with ▼

Academic Subplan: begins with ▼

[Basic Lookup](#)

*Acad Org:

Look Up

Look Up *Student ID

EmplID: begins with

Last Name: begins with

First Name: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Subplan: begins with

[Basic Lookup](#)

Search Results

View 100

First 1 of 1

<u>EmplID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Academic Career</u>	<u>Student Career Nbr</u>	<u>Academic Program</u>	<u>Academic Program</u>	<u>Academic Program Status</u>	<u>Academic Plan</u>	<u>Academic Plan</u>	<u>Academic Sub-Plan</u>	<u>Acad Subp</u>
05779467	Rannie	Annie	Graduate	0	CHEM	Chemistry	Active	CHEM-PD	Chemistry (PD)	(blank)	(blar

POSTDOCTORAL SCHOLAR TERMINATION FORM

* Required field + Must match passport

▼ Bio Demo

*Student ID:

*Acad Org:

Student Email: @yahoo.com

Phone:

Acad Program:

Academic Plan:

Acad Sub-Plan:

Fellowship / Program:

▼ Dates of Appointment

Start Date:

End Date:

*New End Date:

*Action Reason:

▼ Forwarding Information

*Address Line 1:

Address Line 2:

*City:

State:

Postal Code:

*Email ID:

Phone:

▼ Professional Information

*New Position Title:

*Type of Position:

*New Institution or Company:

▼ Foreign Scholars

Visa Type:

Expiration Date:

▼ Certificate of Training

Student Email: [redacted]@yahoo.com Phone: [redacted]

Acad Program: CHEM Chemistry Academic Plan: CHEM-PD Chemistry (PD)

Acad Sub-Plan:

Fellowship / Program:

▼ Dates of Appointment

Start Date: 08/02/2011

*New End Date: [input] [calendar icon]

*Action Reason: [input] [magnifying glass icon]

▼ Forwarding Information

*Address Line 1: [input]

*City: [input]

State: [input]

*Email ID: [input]

▼ Professional Information

*New Position Title: [input]

*Type of Position: [input]

*New Institution or Company: [input]

▼ Foreign Scholars

Visa Type: IIN Expiration Date: [input]

Look Up ✕

Look Up *Action Reason

Program Action: Discontinuation

Action Reason: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-8 of 8 Last

Action Reason	Description
PACC	Accepted another position
PDEP	Department Transfer
PEAR	Early Termination
PEND	End of Appointment Term
PPER	Personal/Family Reasons
PQWN	Quit without Notice
PRES	Resignation
RRTN	Failure to Return from LOA

▼ Professional Information

*New Position Title:

*Type of Position:

*New Institution or Company:

▼ Foreign Scholars

Visa Type: UN

Expiration Date:

▼ Certificate of Training

*Certificate of Training Requested:

Comments to Approvers and OPA



▼ Admin Information

Admin:

05281677

Admin Name:

Annelies Ransome

Admin Email:

pscs-dev-emails@stanford.edu

Admin Phone:

650/736-0129

I understand that:

1. This form should be completed and sent to OPA 30 days prior to termination. Any insurance charges incurred for an untimely termination are the responsibility of the department in which the Postdoctoral Fellow is terminating.
2. This form will NOT end a Postdoctoral Scholar's paylines in GFS; I will ensure that any GFS lines will end on the date noted above.
3. This form will end tuition registration fees and insurance benefits.
4. If the postdoc is an International Scholar, Bechtel International Center will be notified via email upon approval of this form by OPA.
5. If this postdoc is a Clinical Fellow, GME will be notified via email upon approval of this form by OPA.

Save

Submit

Back

Note: GME *not* notified!

Print

***New Institution or Company:**

Foreign Scholars

Visa Type: UN **Expiration Date:**

Certificate of Training

***Certificate of Training Requested:** Yes

***Salutation Type:** PhD

Name to appear on Certificate: (if different from official name)

Comments Regarding Certificate:

Comments to Approvers and OPA

Admin Information

Admin:	05281677	Admin Name:	Annelies Ransome
Admin Email:	pscs-dev-emails@stanford.edu	Admin Phone:	650/736-0129

▼ Admin Information

Admin:	05281677	Admin Name:	Annelies Ransome
Admin Email:	pscs-dev-emails@stanford.edu	Admin Phone:	650/736-0129

I understand that:

1. This form should be completed and sent to OPA 30 days prior to termination. Any insurance charges incurred for an untimely termination are the responsibility of the department in which the Postdoctoral Fellow is terminating.
2. This form will NOT end a Postdoctoral Scholar's paylines in GFS; I will ensure that any GFS lines will end on the date noted above.
3. This form will end tuition registration fees and insurance benefits.
4. If the postdoc is an International Scholar, Bechtel International Center will be notified via email upon approval of this form by OPA.
5. If this postdoc is a Clinical Fellow, GME will be notified via email upon approval of this form by OPA.

Save

Submit

Back

Print

**Note: GME function not functional yet-
must be notified by the admin.**

Phone:

Technical Engineeri

Accepted Another Posi

IVERSITY

Message



PostDoc Termination Request form submitted Successfully. (25400,100)

OK

Cancel

Expiration Date:

(official name)

When OPA Approves, the following Workflow email is sent to the Administrator (Role #1)

Test message: Termination request for Rannie, Annie has been Approved

workflow@psprcuat20.stanford.edu

Sent: Wed 8/3/2011 4:30 PM

To: postdocaffairs@stanford.edu

Approved By: Shannon Monahan

00791330 has been approved by Shannon Monahan

Type of Request: Termination

Last name: Rannie

First name: Annie

Transaction Id: 00791330

Comments:

The following email is sent to Postdoc Benefits and to Postdoc.

Test message: Termination Request

workflow@psprcuat20.stanford.edu

Sent: Wed 8/3/2011 4:30 PM

To: postdocaffairs@stanford.edu

A termination of postdoctoral appointment for Rannie, Annie, 05779467 in the Department of Chemistry has been approved by OPA. The reason for termination is Department Transfer. The termination date is 2011-12-02.

For any questions or to confirm any information, please contact Alistair Murray (alistair@stanford.edu) for postdocs in the School of Medicine or Tammy Wilson (tjwilson@stanford.edu) for postdocs in the Schools of Humanities & Sciences, Engineering, Earth Sciences and Education.

Thank you.
Office of Postdoctoral Affairs

**CONFIDENTIAL
INFORMATION**

Confidentiality of PD Web Forms

- ▣ Information enter in PD Web Forms is part of Student Records
 - Postdoc can request to view student records
- ▣ System sends notification to Postdoc of any change being made to the system at the request for the change and the confirmation of the change.
- ▣ Confidential funding, performance review or other sensitive information should *not* be entered into PD Web Forms.

REVIEWING INFORMATION IN PD WEB FORMS

PD Web Form Information Review

- ▣ Information Sheet from Postdoc
 - REMINDER: Once “approved” by role #1 admin., Information Sheet data is locked and *cannot* be edited by Dept/Div or OPA.
 - If *any* information is incorrect, you must “RETURN” to the postdoc for correction (via Workflow).
 - Use documents uploaded to the Information Sheet by invited postdoc to check data.

Reviewing International Postdocs

- ▣ International Postdocs – data MUST MATCH PASSPORT, machine-readable text (alphanumeric characters)
- ▣ Dual Citizenship – must use the information on the passport they will be using to enter the US
- ▣ Birthdates – US format (mm/dd/yyyy)
- ▣ Funding – in US\$

Reviewing US Postdocs

- ▣ US Postdocs – data entered in Information Sheet must match I-9 documentation, e.g., driver's license, social security card, etc.

TIPS FOR RECOMMENDATION FORM IN PD WEB FORMS

Uploading Docs in Rec. Form

- Degree conferral can be loaded at Rec. Form
 - Any other missing docs can be loaded too

▼ Funding Details

Please enter the funding amount and a description of funding sources supporting this postdoctoral appointee. The text you enter in the description will be added to the Offer Letter. To verify the minimum funding required and other Stanford policies regarding funding, check: http://postdocs.stanford.edu/admin/how-to/paying_postdocs.html.

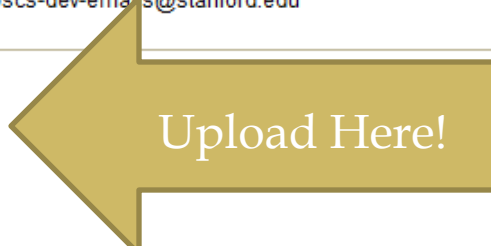
New Salary Paid through Stanford University, entered in GFS - Description	<input type="text"/>	Annual Amount:	<input type="text"/>
New Stipend / Fellowship support paid through Stanford University - Description	<input type="text"/>	Annual Amount:	<input type="text"/>
New Outside support with direct payment to fellow - Description	<input type="text" value="NIH"/>	Annual Amount:	<input type="text" value="53000.00"/>

Required Salary: 0.00 **Total Annual Amount:** 53000.00

▼ Department Administrator

Admin:	05281677	Annelies Ransome	
Phone:	650/736-0129	Email Addr:	pscs-dev-emails@stanford.edu

Supporting Documents



Years of Research

- ▣ Admin should carefully review research experience to exclude time prior to degree conferral.

IMPORTANT REMINDERS:

- ▣ Salary is driven off of what admin enters on the recommendation sheet
- ▣ Prior research impacts the length of time they can stay at Stanford as a postdoc.

Prior Years of Research

▼ Academic Information

*Academic Career: Graduate *Academic Program: Chemistry

*Academic Plan: Chemistry (PD) Academic Sub-Plan:

Other Stanford [Associations:](#)

▼ Appointment Information

*Area of Research/Training - Position description:

*Appointment Start Date: *Offer Letter date:

*Appointment End Date:

Will the postdoctoral scholar conduct research outside of Stanford University campus? Yes No

If yes, list location(s):

Research Experience since last conferral date: Months

Research Experience, noted by department: Months

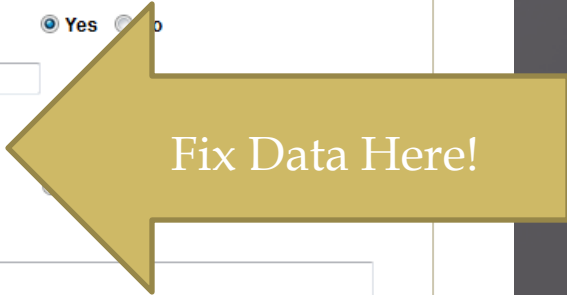
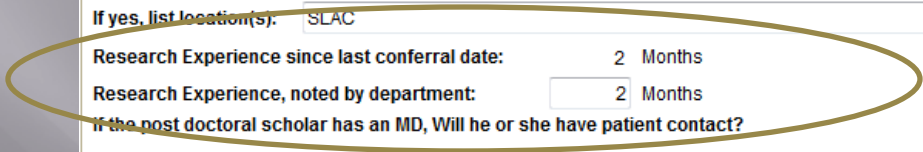
If the post doctoral scholar has an MD, Will he or she have patient contact?

Additional Information regarding Patient Contact:

Additional details regarding this appointment to be included in the offer letter

characters left

▼ Funding Details



Offer Letter in Rec. Form

- ▣ “Area of Research Training and Research Description” feeds to the middle of a sentence – please be sure to double check this language.
- ▣ If “additional details” are added to the offer letter, please open and review the offer letter for grammatical error and consistency of text.

Checking Offer Letter

▼ Academic Information

*Academic Career: Graduate *Academic Program: Chemistry

*Academic Plan: Chemistry (PD) Academic Sub-Plan:

Other Stanford [Associations:](#)

▼ Appointment Information

*Area of Research/Training - Position description:

*Appointment Start Date:

*Appointment End Date:

Will the postdoctoral scholar conduct research outside of Stanford University campus? Yes No

If yes, list location(s):

Research Experience since last conferral date: Months

Research Experience, noted by department: Months

If the post doctoral scholar has an MD, Will he or she have patient contact? Yes No

Additional Information regarding Patient Contact:

Additional details regarding this appointment to be included in the offer letter

characters left

▼ Funding Details

Where to add more information in the offer letter...

Additional details regarding this appointment to be included in the offer letter

In your position you will also be



Form Saved

Please enter the funding amount and a description of funding sources supporting this postdoctoral appointee. The text you enter in the description will be added to the Offer Letter. To verify the minimum funding required and other Stanford policies regarding funding, check: http://postdocs.stanford.edu/admin/how-to/paying_postdocs.html.

New Salary Paid through Stanford University, entered in GFS - Description

Annual Amount:

New Stipend / Fellowship support paid through Stanford University - Description

Message

Post Doc Form Saved Successfully (25400,15)

OK

New Outside support with direct payment to fellow - Description

NIH

Required Salary

Department Administrator

Admin: 05281677 Annelies Ransome

Phone: 650/736-0129

Email Addr: pscs-dev-emails@stanford.edu

Supporting Documents

Browse...

Upload

Save

Print



Once Form is saved, you can Click on Offer Letter and verify it's complete and all formatting before you submit the Form.


Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

00791322 

*Postdoctoral Request Type:

Research ▼

Is this request for Department Transfer:

No ▼

[Comparative Display of Biographic Data](#)

[Offer Letter](#)

Appointee Information

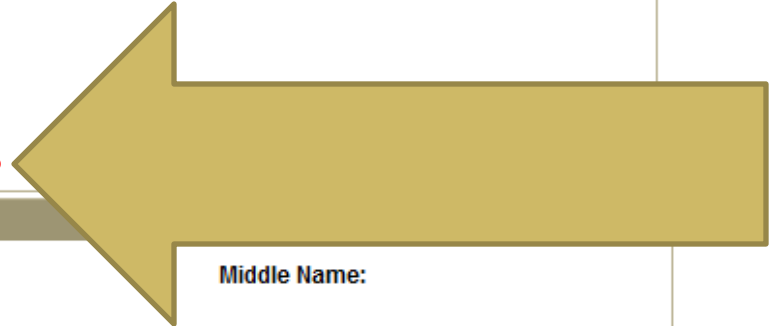
Last Name: Rannie

First Name: Annie

Middle Name:

Date of Birth: 12/25/1955

Department Applied



Draft Offer Letter: Review Mode

August 2, 2011

FROM: Jeffrey Koseff, Department of Chemistry
Stanford University
Stanford, CA 94305

TO: Annie Rannie
PO Box 8888
Stanford, CA, USA 94305

Dear Dr. Rannie:

I am pleased to offer you an appointment as a Postdoctoral Scholar in the Department of Chemistry. This letter is intended to document our understanding of your appointment as a member of the Stanford academic community, you will be subject to the applicable policies and procedures of the University; many of the policies and procedures that relate specifically to Postdoctoral Scholars are set forth in Research Policy Handbook (RPH) 9.4 and in the Stanford Postdoctoral Scholar Handbook (<http://postdocs.stanford.edu/handbook/>).

During this appointment, you will be involved in the exciting world of chemical reactions. Your initial appointment will begin on August 2, 2011 and end on August 31, 2012. Your total support for the initial year of training will be \$53,000, plus certain medical, dental, vision and life insurance coverage through Stanford's Postdoctoral Scholar programs. Your appointment may be terminated prior to the anticipated end date noted above based upon loss of funding, change in programmatic need or unsatisfactory performance on your part. Effective on October 1 of each year of your appointment your funding support may change in order to meet the university's stipend/salary levels of support for postdoctoral scholars in a given academic year. At the end of the initial appointment and subject to the term limits set forth in RPH 9.4 and the Postdoc Handbook, your appointment may be eligible for renewal, based on satisfactory performance, the existence of funding, and programmatic need.

The source of your funding will be from NIH. At this time or during the term of your appointment, if you will receive other funding to support your postdoctoral training at Stanford, you are required to provide a

Draft Offer Letter: Review Mode

degree has not yet been conferred, a statement of completion of studies from your home institution (Registrar's Office or equivalent) is required before your appointment may start. This statement should indicate the date on which all requirements were completed and the expected date of degree conferral. Send this statement (with a certified English translation)

In your position you will also be

For your records, please print a copy of this letter and the Terms and Conditions of Postdoctoral Appointments at Stanford at [http://postdocs.stanford.edu/admin/pdfforms/Terms and Conditions of Postdoctoral Offers.pdf](http://postdocs.stanford.edu/admin/pdfforms/Terms_and_Conditions_of_Postdoctoral_Offers.pdf). By clicking "Accept" below, you will be sending your acceptance of this offer and its terms electronically to Stanford. As is the case for all postdoctoral scholar appointments at Stanford, this offer is contingent upon approval by the Office of Postdoctoral Affairs. You will be notified by email once this process is completed.

I look forward to you joining the Department of Chemistry . Should you have any questions regarding your appointment, please contact Annelies Ransome by e-mail at psc-dev-emails@stanford.edu. Please visit the Office of Postdoctoral Affairs website at <http://postdocs.stanford.edu> (click on the "Incoming

SEARCHING FOR RECORDS IN PD WEB FORMS

To Retrieve A Record

Postdoctoral Forms

Request Type

Recommendation Form

Termination Form

Change Transactions

Web Form Transaction ID

Postdoctoral Request Type

First Name

Last Name

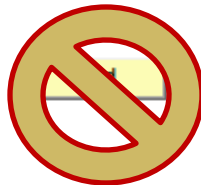
Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status

Search



Clear All

Pull Up All Records

STANFORD UNIVERSITY | **AXESS** | Unsupported Browser: Firefox 6 on Windows! Hover mouse over this text for more information. W

PeopleSoft Employee Information STARS (Training) [Add to Favorites](#)

Menu

Search:

- My Favorites
- STF Web Forms
- Courses & Grades Menu
- Manager Self Service
- STARS Menu
- Training and References
- Time and Labor
- Campus Community**
- Personal Information
- Personal Information (Student)
- SEVIS
- Checklists
- Communications
- Comments
- Service Indicators
- Service Indicators (Student)
- Organization
- STF PostDoc
- Student Services Ctr

[Main Menu](#) > [Campus Community](#) > [STF PostDoc](#) >

Post Doc Transactions

Post Doc Transactions

STF PostDoc Change Requests STF PostDoc Change Requests Appointment dates, Funding and Faculty Change	STF PostDoc ClearBenefit Inter STF PostDoc ClearBenefit Interface	STF PostDoc LOA Request STF PostDoc LOA Request
STF PostDoc Load Transactions STF PostDoc Load Transactions	STF PostDoc Recommendation STF PostDoc Recommendation Form	STF PostDoc Termination STF PostDoc Termination
Stf PostDoc Approval Stf PostDoc Approval or Provisional flags for PostDocs		

Note: A large yellow arrow points to the breadcrumb trail. Two red 'no' symbols are placed over the 'STF PostDoc Load Transactions' and 'Stf PostDoc Approval' items.

OCTOBER 1ST SALARY CHANGES

October 1st Minimum Salary Increase

- ▣ All postdocs must be at the appropriate pay level based on years of research experience
 - Departments must review their postdoc salaries/stipends on an annual basis and confirm that their scholars are funded at least the minimum appropriate to them based on their cumulative years of research experience on October 1.
 - Funding Guidelines and links
 - <http://postdocs.stanford.edu/handbook/salary.html>
 - ▣ Salary Calculator online & built in to PD Web Forms

October 1st Minimum Salary Increase

- Postdocs on External, Direct-Pay Funding
 - Submit copy of award letters to OPA
 - External funding entered in GFS as “Info Only” stipend lines
 - Other currencies must be converted to US dollars
 - www.oanda.com is a good resource for currency exchange rates.
 - **REMINDER:** Double-check that currency exchange rates haven't caused a postdoc to fall below funding minimums.
 - External funding must be supplemented by department funds if below the minimum.

October 1st Minimum Salary Increase

- ▣ Postdocs on Leave of Absence
 - No need to enter stipend or salary lines in GFS
 - Apply the appropriate salary rate when postdoc returns from leave
 - A “FLSHP Tuition” line for fall quarter must be entered to avoid the postdoc receiving a bill in error

October 1st Salary Change

- ▣ These are done via the Change Transaction form in STF PostDocs.

Postdoctoral Forms

Request Type

Recommendation Form

Termination Form

Change Transactions

Web Form Transaction ID

EmplID

First Name

Last Name

Academic Program

Academic Plan

Academic Sub-Plan

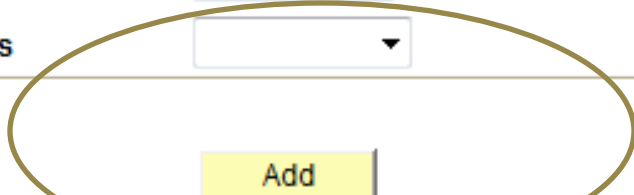
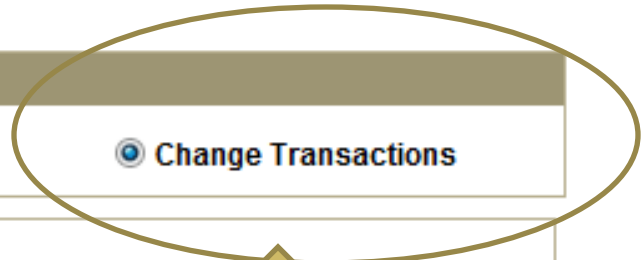
Transaction Status

 ▼

Search

Add

Clear All



October 1st Salary Change

- ▣ STF Postdoc Web Form system automatically generates emails to the Postdoc about requested change and confirmed change.
- ▣ Reappointment/Salary Change letter protocols are up to Department/Division protocol.
 - These do not need to be submitted to OPA.

LEAVE OF ABSENCE (LOA)

LOA Process Not in AXESS Yet

- ▣ Information can still be found at <http://postdocs.stanford.edu/admin/how-to/leave.html>

DEPARTMENTAL TRANSFERS

Helpful Tips

What is a “Departmental Transfer”?

- ▣ When a current Stanford postdoc is ending their postdoc appointment in one Stanford department/division and being hired in another Stanford department/division.




Departmental Transfer Steps

- 1.) Current department/division must go into PD Web Forms and chose “Termination Form” and select “Departmental Transfer” as the reason for termination.
- 2.) New department/division must hire the postdoc via STF Postdoc Invite and begin the Information Sheet & Recommendation Form process.
 - **IMPORTANT:** Postdoc *cannot* use their existing Stanford Email Address (@stanford.edu) for the Invite process.

Postdoctoral Forms

Request Type

Recommendation Form Termination Form Change Transactions

Web Form Transaction ID	<input type="text"/>
EmplID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Academic Program	<input type="text"/> 
Academic Plan	<input type="text"/> 
Academic Sub-Plan	<input type="text"/> 
Transaction Status	<input type="text"/> ▼

Search

Add

Clear All

POSTDOCTORAL SCHOLAR TERMINATION FORM

* Required field + Must match passport

▼ Bio Demo

*Student ID: Annie Rannie

*Acad Org: Chemistry

Student Email:

Phone:

Acad Program: CHEM Chemistry

Academic Plan: CHEM-PD Chemistry (PD)

Acad Sub-Plan:

Fellowship / Program:

▼ Dates of Appointment

Start Date:

End Date: 08/31/2012

*New End Date:

*Action Reason:

▼ Forwarding Information

*Address Line 1:

Address Line 2:

*City:

State:

Postal Code:

*Email ID:

Phone:

▼ Professional Information

*New Position Title:

*Type of Position:

*New Institution or Company:

▼ Foreign Scholars

Visa Type: UN

Expiration Date:

▼ Certificate of Training

Student Email: [redacted]@yahoo.com

Phone:

Acad Program: CHEM Chemistry

Academic Plan: CHEM-PD Chemistry (PD)

Acad Sub-Plan:

Fellowship / Program:

Dates of Appointment

Start Date: 08/02/2011

*New End Date: [input]

*Action Reason: [input]

Forwarding Information

*Address Line 1: [input]

*City: [input]

State: [input]

*Email ID: [input]

Professional Information

*New Position Title: [input]

*Type of Position: [input]

*New Institution or Company: [input]

Foreign Scholars

Visa Type: IIN

Expiration Date:

Look Up

Look Up *Action Reason

Program Action: Discontinuation

Action Reason: begins with [input]

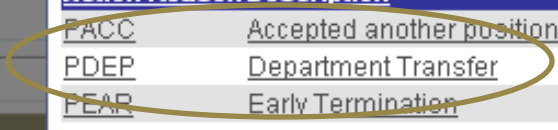
Description: begins with [input]

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Action Reason	Description
PACC	Accepted another position
PDEP	Department Transfer
PEAR	Early Termination
PEND	End of Appointment Term
PPER	Personal/Family Reasons
PQWN	Quit without Notice
PRES	Resignation
RRTN	Failure to Return from LOA



STF PostDoc Invite

The screenshot displays the Stanford University AXESS UAT web interface. At the top, the Stanford University logo and AXESS UAT text are on the left, and a user greeting "Welcome, Annelies" and a search bar are on the right. Below the header, there are navigation tabs for "PeopleSoft", "Employee Information", and "STARS (Training)". A "Menu" sidebar on the left contains a search field and a list of navigation options, including "My Favorites", "STF Web Forms", "Self Service", "STARS Menu", "Training and References", "Campus Community", "Personal Information (Student)", "STF PostDoc", "Stanford Utilities", "STF AX HR Selfservice", "PeopleSoft", "Worklist", "Reporting Tools", and "Axess Links". The "STF PostDoc" option is expanded, showing a sub-menu with "Post Doc Transactions", "Administrative Forms", "STF PDOC Type of Position Tbl", "STF Pdoc OtherAffiliations", "STF PosDoc Minimum SalarySetup", and "Stf PostDoc Transaction status". The "STF PostDoc Invite" option is circled in blue. The main content area shows the "STF PostDoc" menu with a search field and a list of options: "Post Doc Transactions" (with sub-options: "STF PostDoc Change Requests", "STF PostDoc ClearBenefit Inter", "STF PostDoc LOA Request", "4 More..."), "Administrative Forms" (PostDoc Administrative Forms), "STF PDOC Type of Position Tbl" (STF PostDoc - Type of Position Table), "STF Pdoc OtherAffiliations" (STF Pdoc Other Affiliations Setup), "STF PosDoc Minimum SalarySetup" (STF PosDoc Minimum Salary Setup), and "Stf PostDoc Transaction status" (Stf PostDoc Transaction status). The "STF PostDoc Invite" option is circled in blue.

When hiring a Departmental Transfer,
you must enter their personal email
address (not @stanford.edu) and click
“Add.”

The screenshot shows the Stanford University AXESS UAT interface. At the top, the Stanford University logo and 'AXESS UAT' are displayed. Below the header, there are navigation tabs for 'PeopleSoft', 'Employee Information', and 'STARS (Training)'. A 'Menu' sidebar on the left contains a search box and a list of navigation options, with 'STF PostDoc Invite' selected. The main content area is titled 'STF PostDoc Invite' and features two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons is an 'Email ID' field containing a redacted address followed by '@yahoo.com'. A yellow 'Add' button is positioned below the field, with a purple arrow pointing to it. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Val'.

STANFORD UNIVERSITY | AXESS UAT

PeopleSoft Employee Information STARS (Training)

Menu

Search:

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community
 - Personal Information (Student)
 - STF PostDoc
 - Post Doc Transactions
 - Administrative Forms
 - STF PDOC Type of Position Tbl
 - STF Pdoc OtherAffiliations
 - STF PosDoc Minimum SalarySetup
 - STF PostDoc Invite**
 - Stf PostDoc Transaction status
- Stanford Utilities

STF PostDoc Invite

Find an Existing Value Add a New Value

Email ID:

Add

Find an Existing Value | Add a New Val

Do *not* skip this step
– cannot add email
address later!

The email address entered here MUST match where postdoc received their invitation and cannot be an @stanford.edu email address for Departmental Transfers.

UNIVERSITY

Postdoctoral Scholar Data Form

Information

Hello, you are logged in as AAARRR

Click on underlined field names to see additional information about those fields.

Fields marked with an "*" are REQUIRED.

Current Section

- Personal Details
- Personal Addresses**
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience
- Documents
- Finish

Personal Addresses

Home Save < Previous Next >

*Email address [redacted]@yahoo.com MUST match email address used to register with Stanford department.

Current Mailing Address

*Address Line 1 PO Box 8888

Address Line 2 [] *City Stanford

*Country United States Zip 94305

*State Select State

Phone (650) 555-1212 Valid Through Date 08-31-2012

Permanent address same as above Yes No

Please use your permanent home address from your home country

Permanent/Home Mailing Address

*Address Line 1 PO Box 8888

Address Line 2 [] *City Stanford

*Country United States Zip 94305

*State Select State

Phone (650) 555-1212 Valid Through Date 08-31-2012

STF PostDoc -> Administrative Forms

STANFORD UNIVERSITY | **AXESS UAT**

PeopleSoft Employee Information STARS (Training)

Postdoctoral Forms

request Type

Recommendation Form Termination Form Change Transactions

Select "YES" for Dept. Transfer

Stf Pdocr Rqst

Stf Wf Transaction

Stf Wf Txn Approvr

Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.

* Required field + Must match passport

Transaction Details

Select PostDoc Data Form:

00791322

*Postdoctoral Request Type:

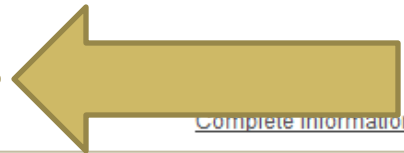
Is this request for Department Transfer:

No

[Comparative Display of Biographic Data](#)

[Offer Letter](#)

[Complete Information Sheet](#)



Supporting Documents

Save

Submit

Back

Print

KNOWN ISSUES

as of August 23, 2011

Known Issues:

- ▣ Currently, **Firefox** is the preferred browser.
- ▣ Postdocs should not upload .DOCX files
- ▣ All text must be in alphanumeric characters only (no signs or symbols)
- ▣ Dual Citizenship not captured in Information Sheet
- ▣ GME not notified by the system of terminations.
- ▣ Delay between documents being uploaded by Postdoc and the documents being viewable in PeopleSoft = up to one hour (refresh required)
- ▣ Language in messages being modified.
- ▣ Must enter email address on invite's first page.

HelpSU & OPA Website

HelpSU: *helpsu.stanford.edu*

- ▣ OPA Staff answer Help Tickets sent to OPA.
- ▣ Tickets *must* be submitted as follows to reach OPA directly:
 - Request Category: "Student Services"
 - Request Type: "Postdoctoral Affairs"
- ▣ Please do not call Stanford Help Desk(s) to reach OPA
 - OPA Staff Contact List:
<http://postdocs.stanford.edu/about/contact-staff.html>

HelpSU – User View

Stanford University » HelpSU » Help Request Details

Tell us about your request

* indicates required fields.

Request Category *

Request Type *

Operating System

Request Description *

Note: Do not use this form to submit Restricted or Prohibited Data.

HelpSU – OPA’s View in the Online System

Incident ID*+

Incident Request Information

Summary*	<input type="text" value="Postdoctoral Affairs"/>	<input type="button" value="⋮"/>	Status*
Description	<input type="text" value="Hi There."/>	<input type="button" value="⋮"/>	Urgency*
Escalated?	<input type="text" value="No"/> ▼		Incident Type*



User View – Using First Line as Subject Line

HelpSU Help Request Form Stanford Answers IT Services Metrics

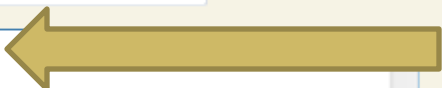
Stanford University » HelpSU » Help Request Details

Tell us about your request

* indicates required fields.

Request Category *	<input type="text" value="Student Services"/>
Request Type *	<input type="text" value="Postdoctoral Affairs"/>
Operating System	<input type="text" value="If applicable to your issue, please select an OS..."/>
Request Description *	<input type="text" value="PS Problem - Error Message"/> <input type="text" value="Hi There,"/> <input type="text" value="I have a probb"/>

Note: Do not use this form to submit Restricted or Prohibited Data.



OPA Website

<http://postdocs.stanford.edu/>

- ▣ PeopleSoft Project Page (PD Web Forms)
 - Training Slides
 - Workflow Chart (who gets notices/emails when)
 - Link to Blog
 - Open Lab Dates
 - Known Issues
 - Special HelpSU link requesting Authority

Questions?

Thank you for coming!