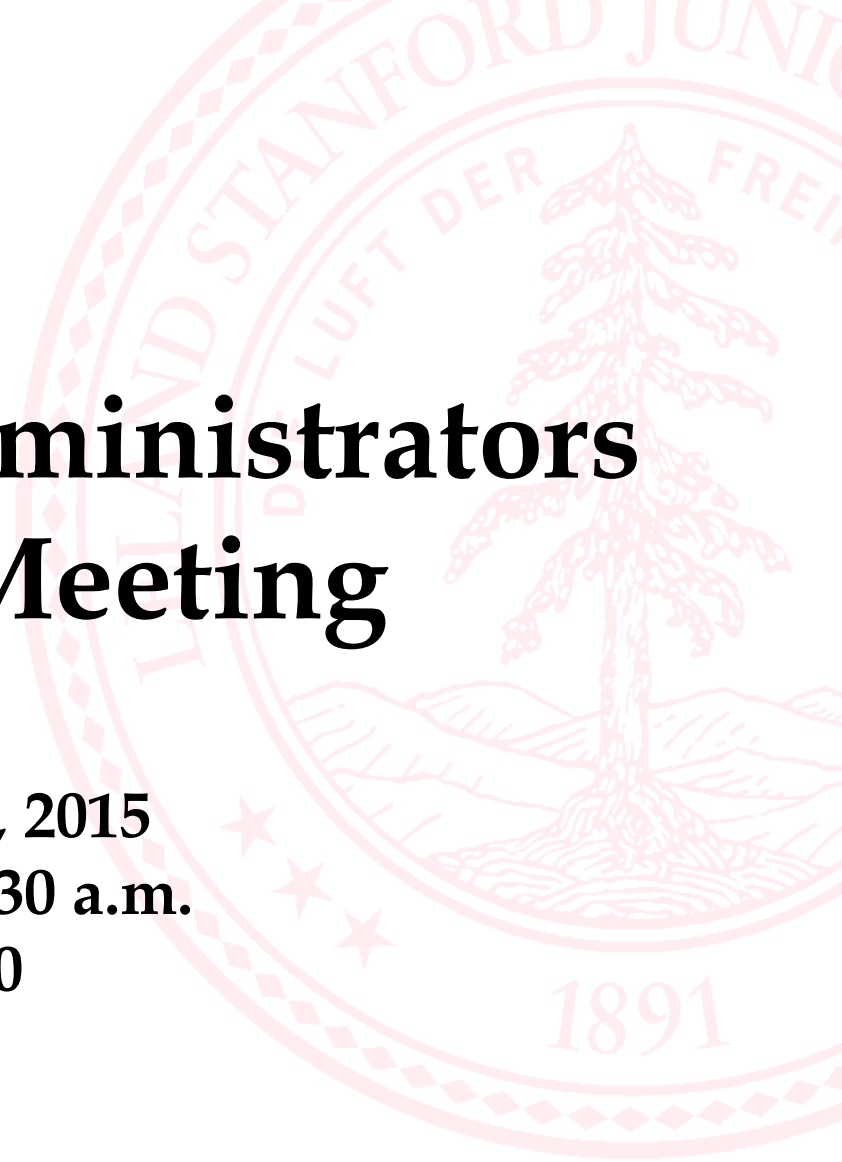# Postdoctoral Administrators Quarterly Meeting
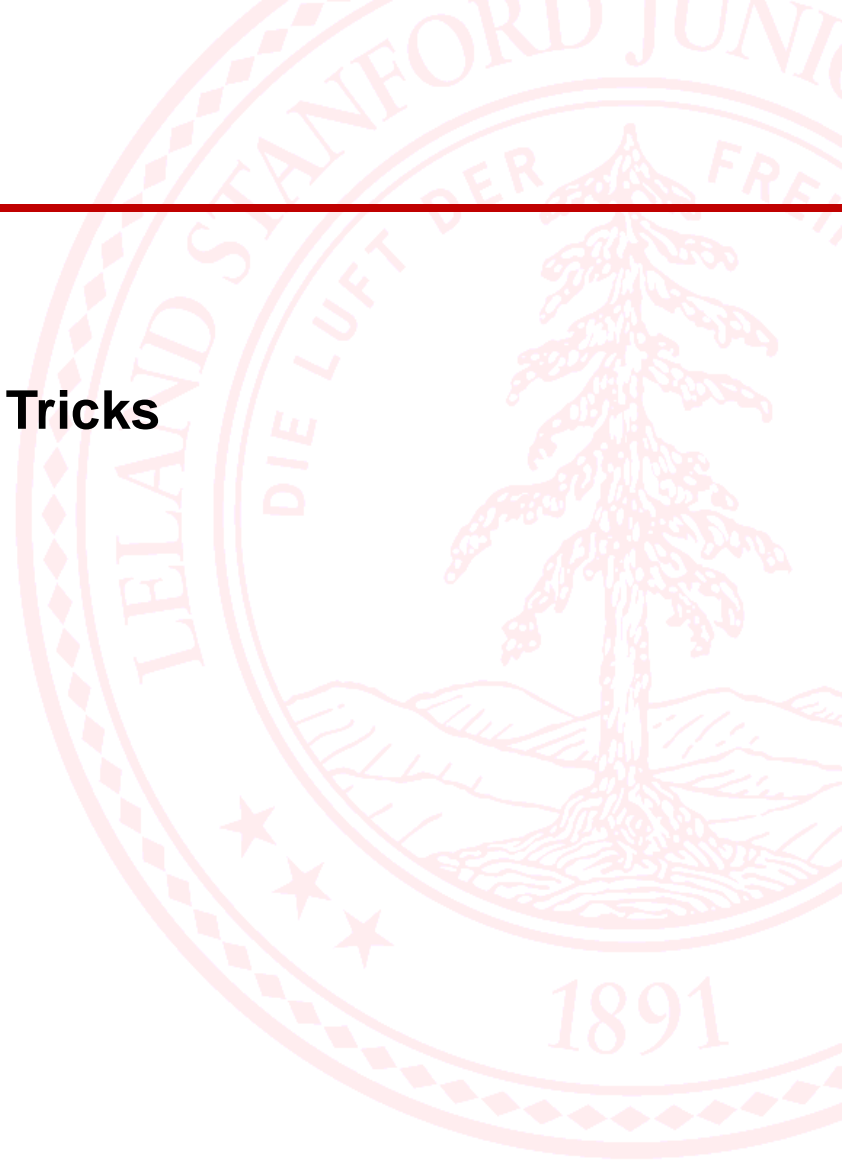
February 12th, 2015
10:00 a.m. – 11:30 a.m.
LKSC 130

Agenda

❖ **Individual Development Plans**

❖ **Postdoc Web Forms Tips and Tricks**

❖ **ID Card Office**

❖ **Postdoc Financials**

❖ **Postdoc Disability**

❖ **Upcoming Postdoc Programs**

❖ **Open Labs and Trainings**

❖ **HelpSU Reminder**

Individual Development Plans

Sofie Kleppner

Individual Development Plans

IDPs are coming!!!

- For Postdocs:
  - All postdocs must complete IDP within 3 months of appointment start date
  - Annual meeting thereafter
- For Faculty:
  - Faculty share responsibility
  - Training record available to faculty to include in progress reports and grant proposals
  - Boilerplate for proposals & progress reports on website

Postdoc Web Forms Tips & Tricks

Tammy Wilson

Postdoc Web Forms Tips & Tricks

- Postdoc Transfers
  - Previous research should include:
    - Research experience prior to their first appointment at Stanford
    - The entire duration of the first appointment
      - calculate the PYR to the end of the previous/current appointment, even if the termination date is in the future
  - If correcting PYR listed on the Rec Form associated with the previous appointment, this must be noted on the new department's Rec Form

Postdoc Web Forms Tips & Tricks

- Data Security and Emailed Documents
  - When submitting documents to OPA by email
    - For data security purposes – send the fewest number of documents necessary to convey the information being reviewed
    - Allow OPA to request more information, if needed.
      - Example: Do not email copies of passports, visas, and other documents unless instructed to do so by OPA staff.

ID Card Office

Tammy Wilson

ID Card Office

- New location:
  - As of February 17th 2015, the ID Card Office is located on the second floor of Tresidder next to the Stanford Ticket Office.

Postdoc Financials

Denise Livengood

Postdoc Financials

- Shannon Monahan is passing the baton for Postdoc Financial Responsibilities to:
  - Denise Livengood, Postdoc Benefits Coordinator & Financial Manager of Postdoc Benefits
    - 650-721-2989
    - Email:
      - denise17@stanford.edu
      - postdocbenefits@stanford.edu
    - Offices:
      - MSOB, First Floor, with Office of Postdoctoral Affairs
      - University Human Resources at Porter Dr.

Postdoc Financials

- **Email denise17@stanford.edu for support in:**
  - ClearBenefits (PTA Management)
  - ClearBenefits Training
  - Departmental Charges Inquiries

- **Email postdocbenefits@stanford.edu for support in**
  - Benefits Related Questions
  - Health Insurance Waiver Questions

Postdoc Disability

Cecy Avila

Postdoc Disability

- **NEW:**
  - Postdoc Disability Website
    https://benefits.stanford.edu/postdocs-disability
    - General Disability Information
    - Forms, Resources, and FAQs
  - Salary and Stipend Disability Brochure
    - When and how to report a disability claim
    - A summary of income resources
  - Request for Disability Leave Form
    - To be completed by postdoc before leave starts and submitted to Department Pay Administrator.

Postdoc Disability

- **Email 6-hrleaves@stanford.edu for support in**
  - Disability Related Questions
  - Pregnancy Polices and Resources

Programs

Annelies Ransome

Upcoming Events

- http://postdocs.stanford.edu/education/
- Visa Workshop For Postdocs
  - **Monday, February 23rd, 2015, 7-8:30 PM, location TBD**
- Emergency Preparedness for Postdocs' Homes
  - **Thursday, February 26th, 2015, 12-1:00 PM, LKSC 101/102**
- International Postdoc Tax Workshop
  - **Friday, March 6th, 2015, 2-3:30 PM, location TBD**

Drop-In Open Labs

Annelies Ransome

Drop-In Open Labs

- Open Labs for Help with PD Web Forms (with OPA staff member):
  - First Friday of every month, 9:00 am – Noon
  - [Birch Modular, Lab B (215 Panama St)](#)
  - *Web Forms trainings are now scheduled on an as needed basis during Open Labs*

- PeopleSoft Open Labs for help with GFS, other PeopleSoft systems and STARS:
  - Every Friday, 9:00 am – Noon
  - [Birch Modular, Lab B (215 Panama St)](#)

Open Forum

Questions?

AskJane.stanford.edu

HelpSU.stanford.edu

(Category: "Student Services"; Request Type: "Postdoctoral Affairs")