

# PD WEBFORMS SYSTEMS TRAINING

*Annelies Ransome*  
*Associate Director for Administration*

*Fall 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. 1<sup>st</sup> 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 be 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  
Administrative Systems > Student Affairs 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 morning, 9am to noon, Agostella Labs G527, Agostella Hall**
- Check the **list of Frequently Asked Questions**
- Learn about navigation tools in PeopleSoft 9
- See **online demonstrations of PeopleSoft processes**

Print your browser to <http://www.sca.stanford.edu> to access the PeopleSoft system.

If you experience problems logging in to the Access 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 be using 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:

On This Page

New PeopleSoft Users: Required Training

Getting Access

Current PeopleSoft Users

Browse: Requirements

Email Lists

General Information

Contact Us

HelpSU

Computing at H-Web



# **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 Axxess

**STANFORD UNIVERSITY** AXCESS

PeopleSoft Employee Information STARS (Training)

### Connect to PeopleSoft HR/SA

**PEOPLESOFT USAGE AGREEMENT**  
BY CLICKING THE LINK BELOW YOU RECKATE YOUR AGREEMENT WITH ALL OF THE FOLLOWING STATEMENTS:

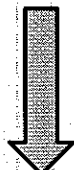
- \* **One** Understand the regulations regarding the use of all data in the PeopleSoft records.
- Two** Accept responsibility for entering and maintaining accurate data in compliance with applicable laws and University policy.
- Three** Accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants.
- Four** Understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

\* **Learn more about** 

**Workflow**  
  
Workflow Home

### Other Applications

- ReportPart: 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









# Postdoc Invitation: click on the Add a New Value tab

**STANFORD UNIVERSITY | AXESS UAT**

PeopleSoft Employee Information STARS (Training)

Menu Search:

STF PostDoc Invite

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

**Find an Existing Value**

Maximum number of rows to display: 400 (up to 300) 500

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

- My Favorites
- STF Web Forms
- Self Service
- STARS Menu
- Training and References
- Campus Community
- Personal Information (Student)
- STF PostDoc
  - PostDoc Transactions
  - Administrative Forms
    - STF PDCC Type of Position Tbl
    - STF PDCC Offer Affiliations
    - STF PostDoc Minimum Salary Setup
    - STF PostDoc Invite**
    - STF PostDoc Transaction Status
- Stanford Utilities
- STF AX HR Self Service
- PeopleSoft
- Worklist
- Reporting Tools
- AXess Links

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 PD/OC Type of Position Tbl
  - STF Pubc Other/Affiliations
  - STF PosDoc Minimum Salary/Step

STF PostDoc Invite

Find an Existing Value | Add a New Value

Email ID:  @yahoo.com

Add

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

STF Postdoc Invite

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

First Name: [redacted]

Last Name: [redacted]

Phone: [redacted]

Email Addr: [redacted]

Research Mentor ID: [redacted]

Admin Contact: US281677 Annellie Hansome

DeptID: [redacted]

Phone: [redacted]

Email Addr: [redacted]

Research Mentor ID: [redacted]

Admin Contact: [redacted]

Dept: [redacted]

Provide your demographic information and academic history on the form, and upload electronic copies 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

Send Mail

Save

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](mailto: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** ACCESS UNIT

People Soft Employee Information STARS Training Add to Favorites

STF PostDoc Home

My Favorites  
STF Web Forms  
Self Service  
STARS Home  
Historic and Statistics  
Campus Community  
Personal Information (Student)  
STF PostDoc  
Post Doc Transactions  
Administrative Forms  
STF PostDoc Use of  
Policies  
STF PostDoc Applications  
SolarScape  
STF PostDoc Home

Applicant's First: [redacted]@yahoo.com  
First Name: Apple  
Last Name: Rennie

Personal Information: **Applicant's Email Address is required**

Phone: [redacted]  
Phone: [redacted]  
Phone: [redacted]

Email Address: [redacted]  
Email Address: [redacted]  
Email Address: [redacted]

Faculty Sponsor ID: 02758902 Jeffrey Koseff  
Research Mentor ID: [redacted]

Admin Contact: 05281877 Annalies Ransome

Email to Applicant: [redacted] Email Sent Out: [redacted]

Dear Annalies Ransome

Annalies Ransome in CHEMISTRY at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://academicportal.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

Send Mail Save

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 Employees Information STAFFS (1/1/1994) Add to Favorites

Search

My Favorites  
 STF Web Forms  
 SELF SERVICE  
 STAFFS Menu  
 Training and Resources  
 Campus Community  
 Personal Information  
 Graduate  
 STF PostDoc  
 Post Doc Transactions  
 Administative FPOs  
 STAFFS FAXES  
 POSITION TEN  
 STF Educ Director/Advis  
 STF PostDoc Hire/Relief  
 Salary Setup

STF PostDoc  
 AXESS  
 STAFFS HR Self Service  
 Position  
 Reporting Tools  
 AXESS Links

Applicant's Email: a...@stanford.edu  
 First Name: JIM B  
 Last Name: Rammie

Department to which Position Candidate is applying: CHEMISTRY Q Chemistry

Faculty Sponsor ID: 02755807 Q Jeffrey Kovett  
 Research Mentor ID: Q  
 Admin Contact: 05281877 Annelise Ransome

Phone: 65072562003  
 Phone: 65072562003  
 Email Addr: pass-dave-mails@stanford.edu  
 Email Addr: pass-dave-mails@stanford.edu

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

Dear Annelise Rammie,  
 Annelise Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to [http://axess.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.

**Remember:** 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 doctorate degree requirements is necessary.  
 2. Your current CV.  
 3. If you are not a US citizen, include:

Send Mail Save

# Clicked Send Email

**SFF PostDoc Invite**

Applicant's Email: [Redacted]@stanford.edu

First Name: [Redacted] Name

Last Name: [Redacted] SFF PostDoc

**Department to which Postdoc Candidate is applying**

Dept: CHEMISTRY CC: Chemistry

Stanby Swiss ID: 02753002 CC: JIM PROVER

Research Mentor ID: [Redacted]

Admin Contact: 15251477 Admin's Email: [Redacted]

Email to applicant: [Redacted]

Dear Applicant:

At the Stanford University, we are pleased to announce that you have been invited to apply for a postdoctoral position at Stanford. Please go to [http://academicjobsonline.org/ajol/apply](#) to complete the application process. You will receive an email from the system with a link to the application form.

**NOTE:** When completing the form, you must use the email address you are applying to.

Please provide the following information with your application: a letter of interest, a curriculum vitae (CV), and a list of references (if applicable). If you do not have a diploma, you should include a letter from your university showing your completion of your doctoral degree requirement.

Your current CV

SFF PostDoc Invite is a busy field.

**Message**

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

OK

25400,21 10/12/2011 4:19 PM

stanford.edu

# Click Save

**STANFORD AXESS UNIVERSITY** | **UAI**

Employee Information | STAFF TRAINING | Search is better | Add to Favorites

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**STAFF TRAINING**

Applicants Email: [redacted]@stanford.edu

First Name: Annie

Last Name: Ristic

Department (to which Employee Candidate is applying):

DeptID: CHEMISTRY | Chemistry

Faculty Sponsor (U): DJ/PS/UC | Jeff Bykoski

Research Mentor ID:

Admin Contact: 05281677 | Annelise Ristic

Phone: 350735-2383 | Email Addr: pss-bykoski@stanford.edu

Phone: | Email Addr: |

Phone: | Email Addr: |

Email Sent: Yes | Email Sent On: 08/11/11 4:19 PM

Dear Annie Ristic,

Annelise Ristic from Chemistry at Stanford University has invited 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 doctor's diploma. If you do not have a diploma, an official letter from your university's noting 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.**

FROM: workflow@postdoc20.stanford.edu

TO: [REDACTED]@stanford.edu

Hide Details

Monday, August 1, 2011 4:20 PM

Dear Annie Ransome,

Annie Ransome in Chemistry at Stanford University has initiated the process to offer you a postdoctoral appointment at Stanford. Please go to <http://academicpostdoc.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 [academic-emails@stanford.edu](mailto:academic-emails@stanford.edu).

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

**STANFORD UNIVERSITY**

Log In

User Name

Password

[Forgot your Username and Password?](#)

[Log In](#)

[Forgot your Username and Password?](#)

**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 process for 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 (SUNetID), and will have access to the University network and online services via the Axxess portal.

**User Registration**

\*FIRST NAME  
\*User Name  
(should be lower case)

\*LAST NAME

\*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

**Cancel**

**Register**

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



## User Registration

**\*First Name** Annis **\*Last Name** Rennie

**\*User Name** annisr **\*Email** [redacted]@stanford.edu  
(should be lower case)

**\*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.  Agree

[Cancel](#) [Register](#)

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

STANFORD UNIVERSITY

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

Login

User Name

Password

Forgot your password?

Go to the site?

Create your Username and Password now.

Useful Links

- [Recruiting International Center](#)
- [Office of Postdoctoral Affairs](#)
- [University Recruitment Office](#)

Welcome!

This 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 UNIVERSITY**

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

Postdoctoral Scholars

- [New Postdoctoral Scholar Data Form](#)
- [Employment/Visa Applications](#)
- [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.

30

The Data Form walks the postdoc step-by-step through various sections Postdoc should save and click next to move to next section.

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 you

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 Num  
 Tax Payer ID  
 Birth State or Prov  
 \* Sex  
 If previously at Stan  
 \*Country of Citizen  
 \*Visa status requir

U.S. Social Security Number (for non-citizens, if issued). Please enter only numeric values in the format 123-456709. Only 9 characters allowed. No dashes between numbers. Entering this value is optional.

Will you have dependents accompanying you to Stanford?  Yes  No

Personal Details  
 Personal Addresses  
 Ethnicity  
 Ext. Funding Details  
 Education Details  
 Other Appointments  
 Documents



# Form View for Foreign Scholar

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:**  
 Note: you are logged in as MARRR  
 Click on individual field names to see additional information about these fields.  
 Fields marked with an \* are REQUIRED.  
 Fields marked with a \*\* MUST match PASSPORT.

Current Section: **Personal Details**

- Personal Address
- Ethnicity
- Ext. Funding Details
- Educational Details
- Work Experience
- Dependents
- Finish

**Personal Details**

\*First Name: Annie  
 \*Middle Name:  
 \*Last Name: Rannie  
 Other Name:  
 \*Date of birth: 12/25/1955  
 \*Birth City: London  
 \*Birth Country: United Kingdom  
 \*Sex:  Male  Female  
 \*Marital Status: Married  
 \*Social Security Number: 22222221  
 \*Tax Payer ID:  
 \*Birth State or Province:  
 \*Country of Citizenship: United Kingdom  
 \*Country of Residency: United States  
 \*Previously at Stanford in any status, please provide Student ID #:   
 \*Visa status requested at Stanford: Select Status  
 \*What is your current US immigration status? Select Status  
 \*View Expiration details (Permanent Resident Number, if applicable)  
 \*Sponsoring Institution  
 \*CITY  
 \*State: Select State

Will you have dependents accompanying you to Stanford?  Yes  No



Home Save Back

# Pop-Up Help Info

STANFORD UNIVERSITY

Logout

## Postdoctoral Scholar Data Form

Please enter your information below. ALL INFORMATION MUST BE ACCURATE. Information must match the personal information on your and your dependents' passports.

**Personal Details**

\*First Name  
 \*Middle Name  
 Social Security Number  
 \*Tax Payer ID  
 Birth State: Province  
 \*Sex  
 If previously at Stanford  
 \*Country of Citizen  
 \*Use state's require  
 \*What is your current  
 Visa Expiration date if applicable  
 Alien Registration Number: A#  
 Start Date  
 End Date

\*8876435637697654897  
 \*08-27-2011  
 \*06-22-2012

Will you have dependents accompanying you to Stanford?  Yes  No

# 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 dependent's passports.

**Information**  
 Help, you are logged in as AMRRR

Click on underlined field names to see additional information about these 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**

\* First Name

\*\* Middle Name

Social Security Num

Tax Payer ID

Birth State or Prov

\* Sex

If previously at SUN

Country of Citizen

\* Visa status (issue

\*\* What is your SUN? (if applicable)

Visa Expiration date (if applicable)

Alien Registration Number: AF

Start Date

6816435687987654897

08-27-2011

End Date: 08-22-2012

**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 Selections

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

Personal Addresses

\*Email address

37@100.com

MUST match email address used to log into the Stanford department.

Current Mailing Address

\*Address Line 1 PO Box 8888

Address Line 2

\*Country United States

\*State Select State

Phone (650) 556-1212

\*City Stanford

Zip 94305

Valid Through Date 06-31-2012

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

\*Country United States

\*State Select State

Phone (650) 556-1212

\*City Stanford

Zip 94305

Valid Through Date 06-31-2012

# Postdoc may skip this page.

**STANFORD UNIVERSITY**

Logout

## Postdoctoral Scholar Data Form

**Information**

Help, you are logged in as AJGPPR

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

Fields marked with an \* are REQUIRE.

**Current Section**

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

---

**Ethnicity**

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?  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

Family/Dependent Details

Home Add Dependents Next Step

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

Information: Hello, you are logged in as AAARRR. Click on underlined field names to see additional flow 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, Treatments, Finish

38

# 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

**Family/dependent home:** (VM Account) Scholar: (N) New (L) Later

\*Last Name: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Birth Date: \_\_\_\_\_

\*Sex:  Male  Female

\*Birth Country: Afghanistan

\*Relationship: Child

---

**Information:** Hello, you are logged in as ANARR. Click on underlined field names to see additional information about these fields.

Feb 05 10:50 AM 3/11/2011 2:6

**Current Section:**

- 
- 
- 
- 
- 
- 
- 
- 
-

**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**

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, Elinquity, Dependents, **Add Funding Details**

**Action Processed:** X

**Postdoctoral Scholar Data Form**

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

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

Buttons: Personal Details, Personal Addresses, Elinquity, Dependents, Add Funding Details





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

**STANFORD UNIVERSITY** Logout

Action Processed

Postdoctoral Scholar Data Form

**Education Details**

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

Insitution ID	Country	Start Date	End Date	Degree	Deg. Date	Field of Study	
<input checked="" type="checkbox"/>	Georgetown University	USA	01-AUG-07	01-AUG-11	SN	01-AUG-11	Chemistry

1 - 1

**Information**

Hello, you are logged in as AMPSR

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

Fields marked with an "\*" are REQUIRED.

**Complete Status**

- Personal Details** >
- Personal Address >
- Ethnicity >
- Departments >
- Ext. Funding Details >
- Add Education Details** >
- Work Experiences >
- Documents >
- Finish >

**Education Details**

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

**ADD EDUCATION DETAILS**

**Next**

# Work Experience: Click Add Work Experience here.

## Postdoctoral Scholar Data Form

### Work Experience

Information: Help, you are logged in as MAQRER

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

Fields marked with an \* are REQUIRED.

### Current Section

- Personal Details
- Personal Address
- Ethnicity
- Dependents
- Ext. Funding Details
- Education Details
- Work Experience**
- Documents
- English

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

Home    Previous    Next    **Add Work Experience**

# 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 AAAARRR  
Click on underlined field names to see additional information about those fields.  
Fields marked with an "\*" are REQUIRED.

- Current Section
- Personal Details
- Residential Addresses
- Ethnicity
- Disabilities
- Ext. Funding Details
- Education Details
- Work Experiences
- Documents
- Finish

**Work Experiences**

\*Postdoc Title: Researcher

\*Company/Institution: Quantity Matters

\*City: Washington

State: DC

\*Country: United States

\*Primary Work Activity: Researcher

\*Start Date: 05-01-2011

\*End Date: 03-01-2011

Current Employer: fto

Cancel Add More Experiences

# Postdoc can edit entries

## Postdoctoral Scholar Data Form

Work Experience

Home   Add Work Experience

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

<input checked="" type="checkbox"/>	Researcher	Quantity Matters	DC	Washington	USA	01-JUN-11	01-AUG-11	Research
-------------------------------------	------------	------------------	----	------------	-----	-----------	-----------	----------

1 - 1


Information

Help, you are logged in as: A433RR  
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

# Document Uploads: Postdoc must provide the documents listed below.



**STANFORD UNIVERSITY**

Logout

Action Processed

Postdoctoral Scholar Data Form

**Information**  
Help, you're logged in as AMARR

**Current Exhibit**

**Personal Details**

**Personal Addresses**

**Employment**

**Departments**

**Ext. Funding Details**

**Educational Details**

**Work Experience**

**External Info**

**Print**

**Required Documents**

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. Copy of any visas, such as I-48, I-55, DS-2019, U.S. visa stamps on passport, OPT application or OPT-EO
  - c. Copy of any records of pending current or status petitions
  - d. The same documents are required for any other visas (spouse/children) you intend to have with you at Stanford.
4. If your funding while at Stanford will be covered through an external award, fellowships, grant/department agency, or other external source, 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 clinician 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 finish. Please be sure that each document has a meaningful file name (e.g., YourName Doctoral Diploma)

Document

**Upload Document**

**Uploaded Documents**

File Name	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" to attach. Please be sure that each document has a meaningful file name (e.g. YourName Doctoral Diploma).

Document

**Uploaded Documents**

Sl. 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: you are logged in as AAAAAA

Current Section:

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

Submit Application

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 supplemental materials provided by me are full and complete to the best of my knowledge. 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

Submit Application



# 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.

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@sprua120.stanford.edu  
To: postdocaffairs@stanford.edu  
Cc:  
Subject: Test message: Information sheet with a transition id # 00791321 has been submitted. Sent: Tue 8/22/2011 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 [email5@stanford.edu](mailto:email5@stanford.edu).

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

View the message information here: [postdoc@stanford.edu](mailto:postdoc@stanford.edu)

Annie Henkle 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 cultural 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 IAD-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)
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 HBB visa request form if an HBB 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](mailto:postdocaffairs@stanford.edu).
4. Submit your completed Recommendation Form, and your Department Chair/Division Chief or their designee, Faculty Sponsor, Faculty Research Mentor (if different from sponsor), and your Department Coordinator (if required).
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 Administrator's section on the OPA website at <http://postdocs.stanford.edu>
2. Look up your question in the Frequently Asked Questions database at <http://ask.opa.stanford.edu>.
3. If you are unable to find your answer, you may contact the Office of Postdoctoral Affairs at [postdocaffairs@stanford.edu](mailto:postdocaffairs@stanford.edu).

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

Subject: Test message: Ramona, Annie has requested your on-line approval of Initial ForDoc Request



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

LAST NAME: Ramona  
FIRST NAME: Annie  
TRANSACTION ID: 60791322

Please log into Apress (<https://apress.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

Approve	Return	Decline	Print	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
edoc 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 Doc Tags.docx	2011-08-12 09:35:04.0 PDT	View	Delete
TESTING.doc	2011-08-12 09:35:04.0 PDT	View	Delete
Kovale.jpg	2011-08-12 09:35:05.0 PDT	View	Delete

Approve

## **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 I/AT web interface. At the top, the navigation bar includes the Stanford University logo, the AXESS I/AT title, and a user profile for 'Welcome, Annalies' with a search and login option. Below the navigation bar is a search bar and a 'Log Out' link.

The main content area is divided into two columns. The left column contains a 'My Favorites' list with items such as 'STF Web Forms', 'Self Service', 'STARS Menu', 'Training and References', 'Campus Community', 'Personal Information', 'Student ID', 'STF PostDoc', 'Post Doc Transactions', 'Administrative Forms', 'Position IM', 'Salary Setup', and 'STF PostDoc Info'. The right column contains a list of administrative forms, including 'STF PostDoc', 'Post Doc Transactions', 'STF PostDoc Change Request', 'STF PostDoc ADA Request', 'STF Post Doc Admin', 'STF PostDoc Minimum Salary Setup', 'STF PostDoc Info', and 'STF PostDoc Info'.

At the bottom of the page, there is a 'Stanford Link CC' section with links to 'STF AY HR Salience', 'PeopleSoft', 'WorkNet', 'Reporting Tools', and 'Access Links'. The page number '57' is visible in the bottom right corner.

# 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

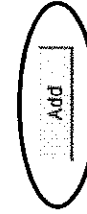
Last Name

Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status



# Adding Postdoc

STANFORD UNIVERSITY AXESS UAT

PeopleSoft Employee Information STARS (Training)

ST Postdoc Request STARS (AXESS) STARS (AXESS)

## 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, SOVIS database management, & other appointment processes.

\* Required field \* Must match passport

First Name (Last)

Select PostDoc Data Form:

1

Supporting Documents

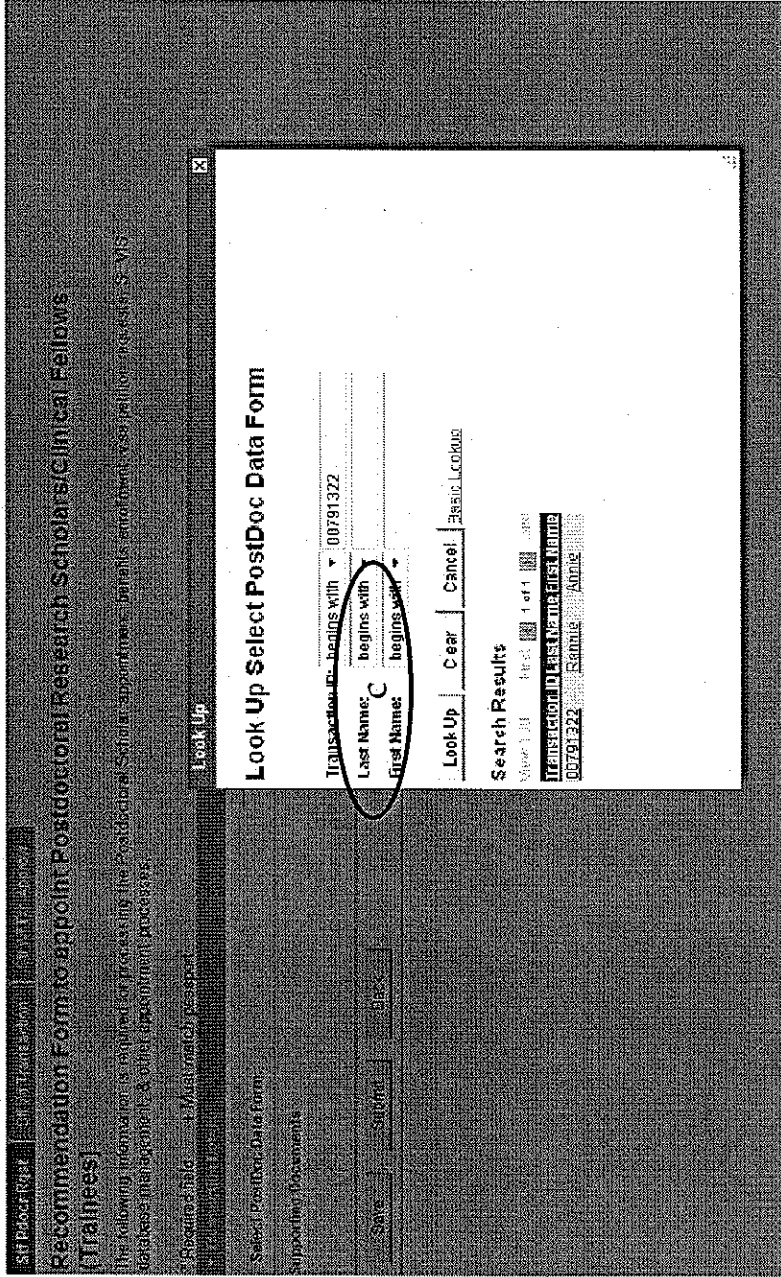
Save

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.



# This is the Recommendation Form!

Support Request | Support Transcription | Support Data Approval

## 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 Transcription Details

Select PostDoc Data Form:

00791322

\* Postdoctoral Request Type:

Is this request for Department Transfer:

Comparative Display of Biographical Data

No

Offer Letter

Complete Information Sheet

Supporting Documents

Save Submit Back

Print

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

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

This hyperlinks to the Information Sheet (Data Form)

# Reminder: Use "Departmental Transfer" if hiring a Stanford Postdoc from another group.

Stanford Postdoc Request | Stanford Postdoctoral | Stanford Postdoctoral

## 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

* Postdoctoral Request Type:	
Select PostDoc Data Form:	0079: 322
Is this request for Department Transfer:	No
Comparative Display of Biographic Data	Offer Letter
<a href="#">Complete Information Sheet</a>	

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

Select PostDoc Data Form: 20791322

\*Postdoctoral Request Type: Research

Is this request for Department Transfer: No

Country/office Displayed on Appointment Data: Office Letter

Complete Information Street

Last Name: Rannie First Name: Annie Middle Name:

Date of Birth: 12/25/1955

\*Dept ID: CHEMISTRY Chemistry

\*Faculty Sponsor ID: 0275-8902 Jeffrey Kosoff

\*Research Mentor ID:

Phone: 850/733 2383 Email Addr: pacs-dev@mails@stanford.edu

Phone:  Email Addr:

Institution ID: 05030148 Georgetown University

City: Washington State: DC Field of Study: C-CHEMISTRY

Degree: SM Master of Science Country: USA Units of Study: 1

Start Date: 09/01/2007 End Date: 07/24/2011



# Admin enters Academic Career and Appointment Information

**Academic Career Information**

\*Academic Career:

\*Academic Program:

\*Academic Sub-Plan:

\*Academic Plan:

**Other Stanford Association:**

**Appointment Information**

\*Area of Research/Training - Position description:

\*Appointment Start Date:

\*Appointment End Date:

Will the postdoctoral scholar conduct research outside of Stanford University campuses?  
 Research Experience since last conferral date:  Months

Research Experience, noted by department:  
 If the post doctoral scholar has an MD, Will he or she have patient contact?  Months

Additional Information regarding Patient Contact:

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

254 characters left

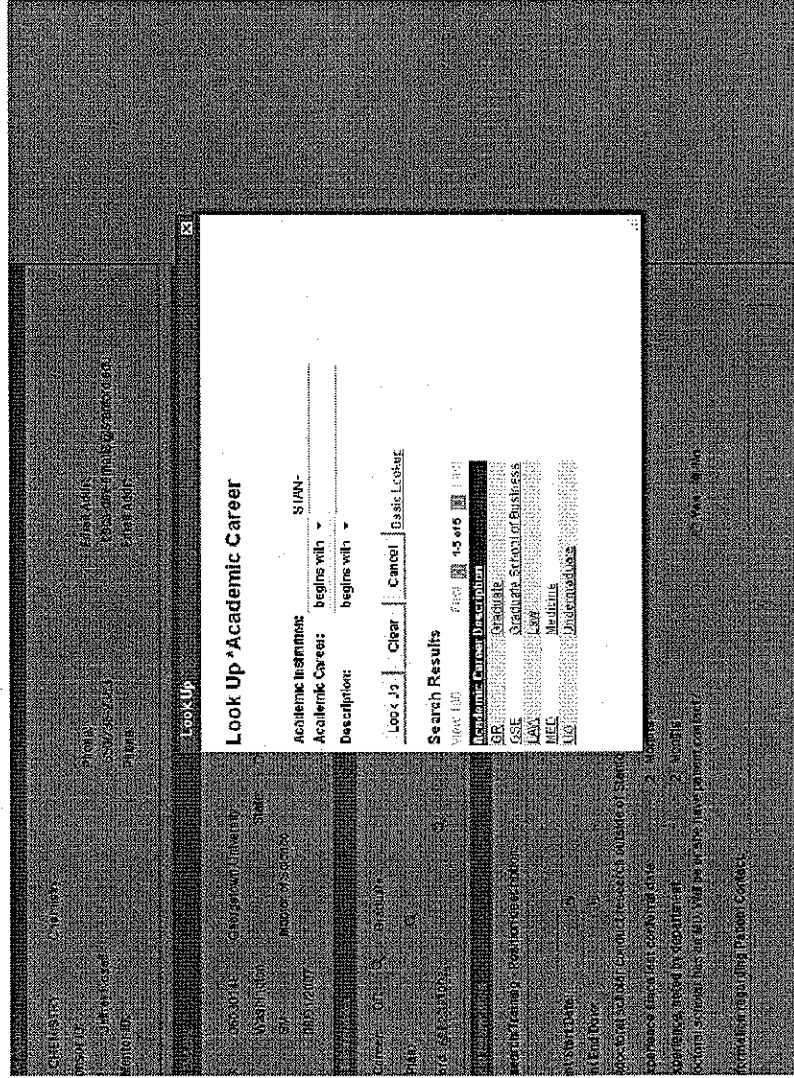
Use in the case of lab/ research center affiliation

Modifiable based on Research experience Post-doctoral degree only.

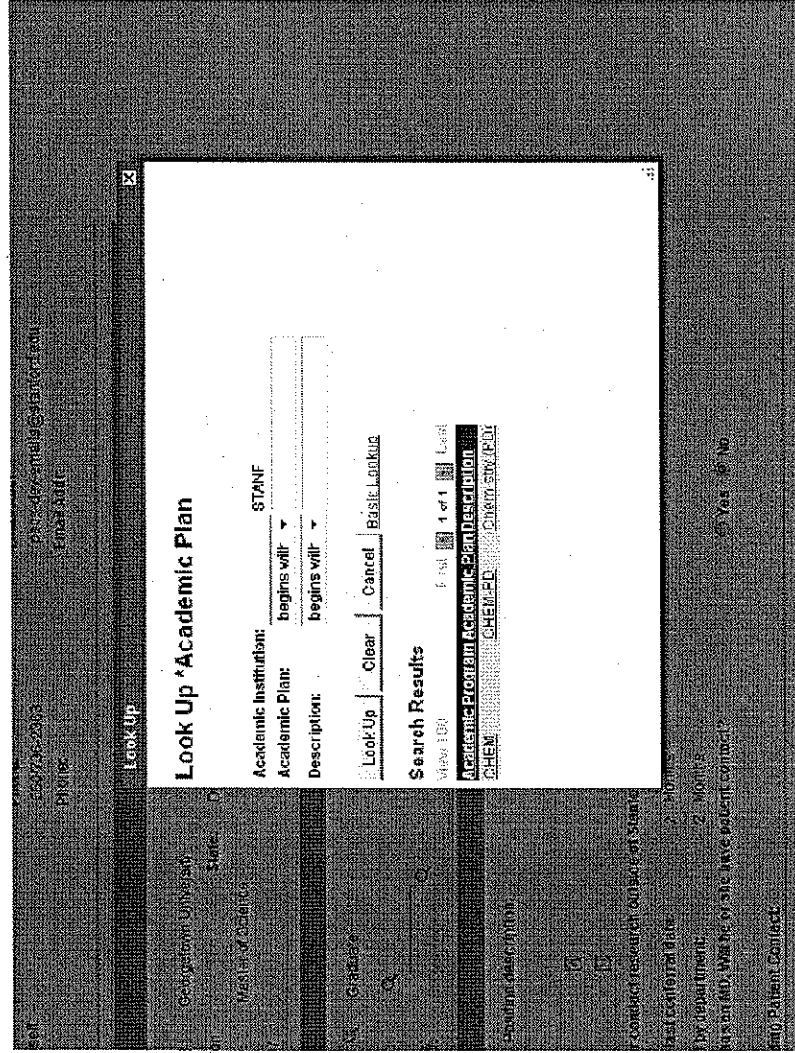
Yes No

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”



# Academic Plan Look-up



**Enter All Funding Information Here.**  
**\* Admin may upload any additional documents here, including those missing from the Data Form.\***

STANFORD UNIVERSITY

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](http://postdocs.stanford.edu/admin/how-to-paying_postdocs.html).

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


Description	Annual Amount
New Stipend / Fellowship support paid through Stanford University - Description	
New Outside support with direct payment to fellow - Description	53000.00
NIH	53000.00
<b>Required Salary:</b>	0.00 Total Annual Amount:

STANFORD UNIVERSITY

Admin: 05281677 Annelies Ransome Email Addr: prcs-dev-emails@stanford.edu  
 Phone: 650735-0129

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.

Supporting Documents



# Area of research populates the offer letter.

**Academic Information**

\*Academic Career: GR Graduate Academic Program: CHEM Chemistry  
 \*Academic Plan: CHEM-PD Chemistry (PD) Academic Sub-Plan:  
 Other Stanford Associations:

---

**Appointment Information**

\*Area of Research/Training - Position description:  
 the exciting world of chemical reactions

\*Appointment Start Date: 08/02/2011 \*Offer Letter date: 08/02/2011  
 \*Appointment End Date: 08/31/2012 Yes No

Will the postdoctoral scholar conduct research outside of Stanford University campus?  
 If yes, list location(s): SLAC Yes No

Research Experience since last conferral date: 2 Months  
 Research Experience, noted by department: 2 Months  
 If the postdoctoral scholar has an MD, Will he or she have patient contact? Yes No

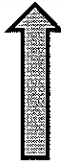
Additional information regarding Patient Contact:

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

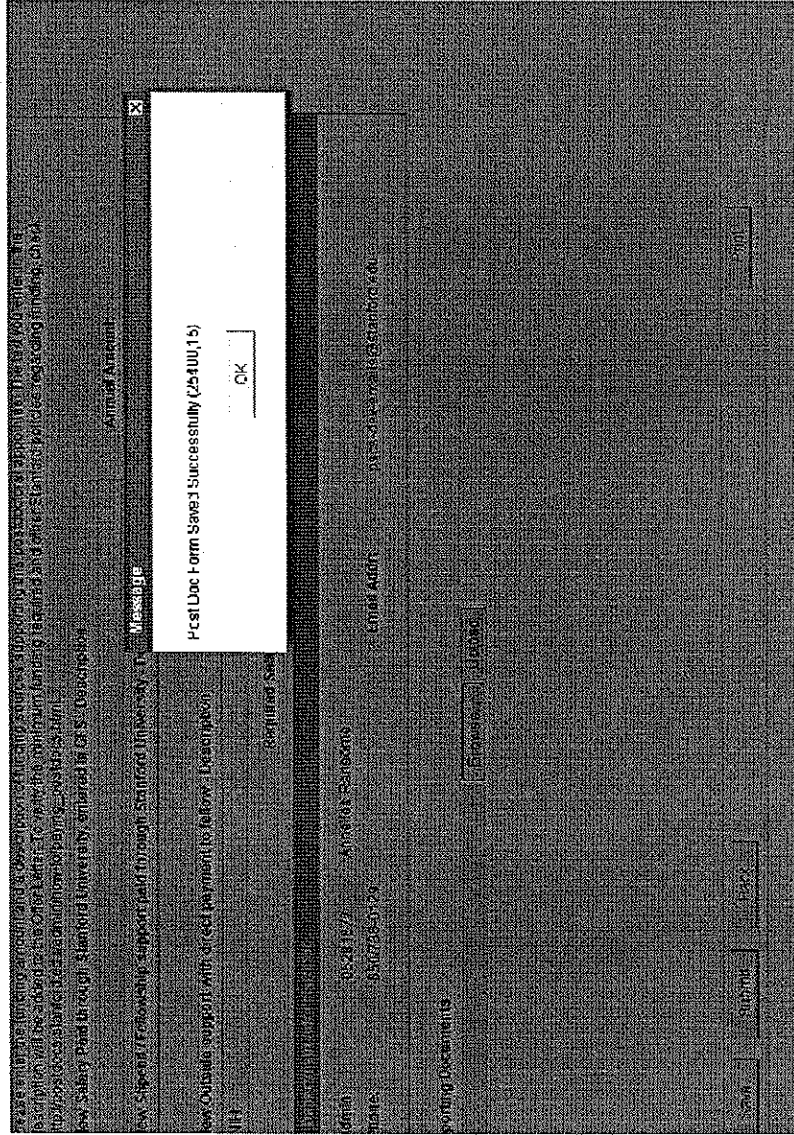
---

**Standing Details**

254 Characters left



# Form Saved



# 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

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

Applicant Information

Last Name: Rannle

First Name: Annie

Middle Name:

Date of Birth: 12/25/1955

# Offer Letter

August 2, 2011

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

TO: Amie Ramnie  
PO Box 8888  
Stanford, CA, USA 94305

Dear Dr. Ramnie:

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 \$55,000, plus certain medical, dental, vision and life insurance coverage through Stanford's Postdoctoral Scholar program. 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%20and%20Conditions%20of%20Postdoctoral%20Offers.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](mailto: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 ...

2/15 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%20and%20Conditions%20of%20Postdoctoral%20Offers.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](mailto:psc-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

**Recommendation Form**   **Termination Form**   **Change Transactions**

**Web Form Transaction ID** [Redacted]

**Postdoctoral Request Type** [Redacted]

**First Name** [Redacted]

**Last Name** [Redacted]

**Academic Program** [Redacted]

**Academic Plan** [Redacted]

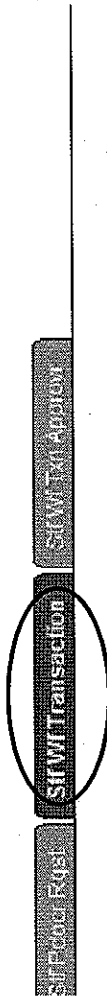
**Academic Sub-Plan** [Redacted]

**Transaction Status** [Redacted]



Clear All

# View of Workflow Transaction in PS



Process: PD-REC-SHEET-PD-CITZN

Transaction ID: 00791323 Annelles Ransome has requested your on-line approval

Txn Status: Draft

Status Date/Time: 08/02/2011 4:48:54PM

Initiator: 05281677 Annelles Ransome

Save As Draft

Original Details

EmpID: 05281677 Ransome,Annelles 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

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

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

Default  09373373    Rania Sanford  
 09352765    Alistair Murray

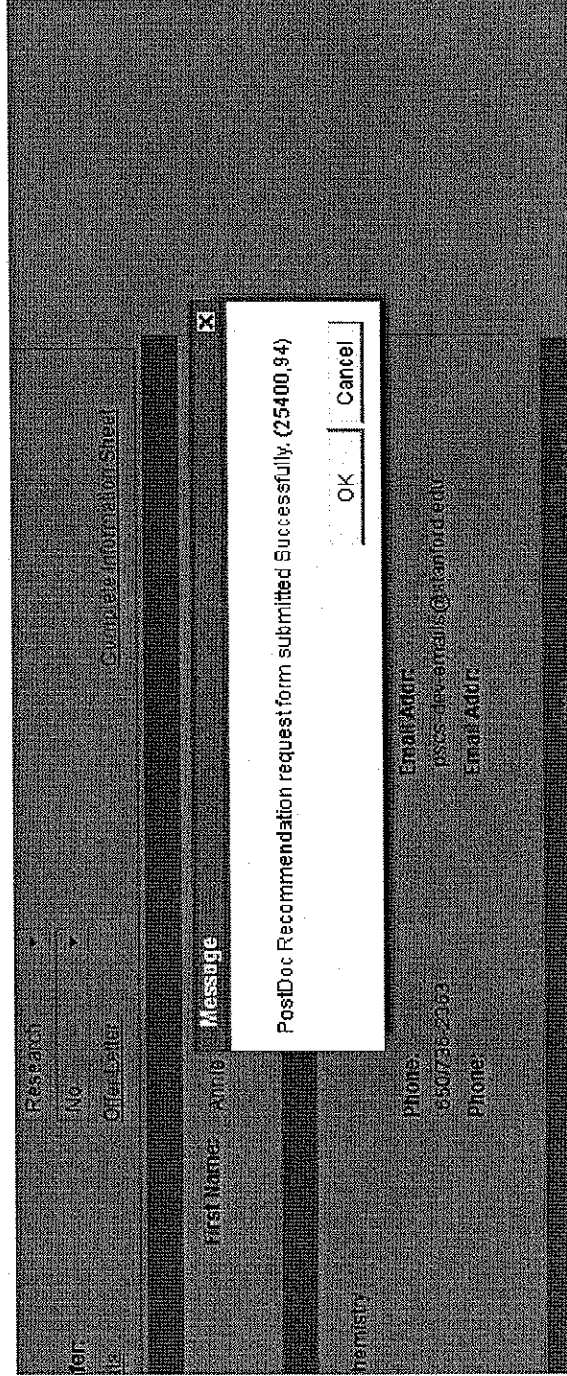
Seq: 20    Role: PD-DEPT-ADMIN-VERIFY    Appr Dept: CHEMISTRY

Default  05281677    Annelles Ransome

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!



# Workflow Notification Email to Approver (Role #3):

Subject: Test message: Arnette Stangor has requested you 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 Avesis (<https://avesis.stanford.edu/>) and click on the "Employee Information" tab on the top bar. Then click on the "Work/Low Home" link in the "Workflow" pagelet to review the request.



# Workflow Interface (Role #3)

My Approvals **My Pending Requests**

Sort By:

**PD-INFO-SHEET**

Transaction ID: 00781322 Pending Approval  
Received on: 08/02/11 4:06:15.000000PM  
Originated on: 08/02/11 4:06:15.000000PM  
Originated By:

Ramie, Annie-PosDoc Request Type-Initial 01

Comments:

**PD-INFO-SHEET**

Transaction ID: 00791321 Pending Approval

testtest2004-PosDoc Request Type-Initial 01

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

## POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

\* Required field + Must match passport

WF Trans ID: 00781322      Status: Pending      Status Date & Time: 08/02/11 4:08:15PM  
 Originator: Peoplesof Administrator      Email:      Phone:

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 4:08:15PM	
2 Annelles Ransome	PD-DEPT-ADMIN1 Approver	10	Pending		08/02/2011 4:08:15PM	
3 Rania Santos	PD-DEPT-ADMIN1 Approver	10	Pending		08/02/2011 4:08:15PM	

Approve    Return    Decline        Print    Back to Workflow Home

**\*Last Name:** Rannie      **\*First Name:** Annie  
**+Middle Name:**      **Other Names:**  
**Social Security Number:** 218-38-4824      **\*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**

1) Are you Hispanic or Latino?  
© 2008 PeopleSoft Inc. All rights reserved. PeopleSoft is a registered trademark of PeopleSoft Inc. in the United States and other countries.

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

Home Teaching Advising Professor Employee Information STARS Training

Name: SCV 2001272      Vedio #1106111 name: US4742072

Are you receiving outside funding?      No      Yes

FUNDING AGENCY	FUNDING AMOUNT	START DATE	END DATE
1 NIH	53000.00	08/28/2011	08/31/2012

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

Excluded from Employment

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

Present Occupation:      Present Institution/Employer:

Position Title: Researcher  
 \*Company/Institution: Quanty Matters  
 \*City: Washington      \*State: DC      \*Country: USA      United States  
 \*Primary Work Activity: Research      \*Start Date: 08/01/2011      \*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

\*Last Name: Ravnie  
 \*First Name: Arnie  
 \*Middle Name: Other Name:  
 Social Security Number: 215-58-4624 \*Date of Birth: 12/25/1955  
 Tax Payer ID: San Francisco  
 \*Birth State or Province: USA \*Birth Country: United States  
 \*Sex:  Male  Female \*Marital Status: Married  
 \*Country of Citizenship: USA \*Country of Residence: USA United States

- 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

\*Email address: ennelssrnsom@altoc.com

Current eMail Address

# Bottom of Workflow Screen

Present Institution/Employee:

\*Position/Title: Researcher  
\*Company/Institution: Quantif/ 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

Authorization Agreement  
Supporting Documents

Approve Return Decline Print Back to Workflow Home

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

## POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

\* Required field + Mact match passport

WF Trans ID: 00791322      Status: **APPROVED**      Status Date & Time: 08/02/11 4:28:00PM  
 Originator: PeoplesSoft Administrator      Email:      Phone:

Name	Approval Code	Approval Type	Approval Sequence	Transaction Action	Status	Date & Time	Comments
1 Patricia Richter	PD-DEPT-ADMIN1	Approver	10	Feer Accd		08/02/2011 4:28:00PM	
2 Arnold as Ransome	PD-DEPT-ADMIN1	Approver	10	Feer Accd		08/02/2011 4:28:00PM	
3 Rueda Santoluc	PD-DEPT-ADMIN1	Approver	10	APPROVED		08/02/2011 4:28:00PM	

Print      Back to Main/View Home

**\*Last Name:** Rennie      **\*First Name:** Arnie

**\*Middle Name:**      **Other Names:**      **\*Date of Birth:** 12/5/1955

**Social Security Number:** 210-38-4824      **\*Birth City:** San Francisco

**Tax Payer ID:**      **\*Birth Country:** United States

**\*Birth State or Province:**      **\*Marital Status:** Married

**\*Sex:**  Male       Female      **\*Country of Residence:** USA      United States

**\*Country of Citizenship:** USA      United States

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

**POST DOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET**

Required field \* Mis (click) Password

WF Trans ID: 0701922      Status Date & Time: 10/12/11 4:46:49PM  
Applicant: Parkashof, Administration      Print

Name: Administration      Address Line 1: Admin  
1 Parkashof, Parkashof, Administration      ID:  
2 Parkashof, Parkashof, Administration      ID:  
3 Parkashof, Parkashof, Administration      ID:

First Name: Parkashof  
Other Names: Administration  
Date of Birth: 12/23/55  
Birth City: San Francisco  
Home Country: USA      Home State: CA  
Marital Status: Married  
Country of Residence: USA      United States

First Name: Parkashof  
Other Names: Administration  
Date of Birth: 12/23/55  
Birth City: San Francisco  
Home Country: USA      Home State: CA  
Marital Status: Married  
Country of Residence: USA      United States

Message

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

OK

# Workflow Status

## POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

\* Required field + Must match passport

WF Trans ID: 00781322      Status: APPROVED      Status Date & Time: 08/02/11 4:26:00PM  
 Originator: PeopleSoft Administrator      Email:      Phone:

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

Approve      Revoke      Decline      Print      Back to Workflow Home

*Last Name:	Rantle	*First Name:	Atile
*Middle Name:		Other Names:	
Social Security Number:	216-39-4824	*Date of Birth:	13/25/1956
Tax Payer ID:		*Birth City:	San Francisco
*Birth State or Province:		*Birth Country:	USA
*Sex:	<input type="radio"/> Male <input checked="" type="radio"/> Female	*Marital Status:	Married
*Country of Citizenship:	USA	*Country of Residence:	USA
			United States

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 #02791325

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 [pssc-dev-emails@stanford.edu](mailto:pssc-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: [ren message: Recommendation Request with Recommendation 01/01/12 for Annie Ransome has been submitted.](#)

Dear Professor Jeffrey Kosoff,

This is a notification that Annelies Ransome has submitted a recommendation on your behalf to appoint Annie Ransome 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 Ransome 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 \$3,000, 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 5.4 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 3215 Welch Road, Modular 4, Conference room 02 every Thursday from 8:00 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**

**Log In**

User Name:

Password:

Forgot your password?

New to the site?



**Useful links**

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

**Welcome!**

The Gateway to Stanford is a secure Portal where individuals in the early stages of joining the Stanford community may register 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

[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

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

Gives the status of the process

Postdoc must click on appropriate box to continue the process

# Postdoc Goes to View Offer Letter

## POSTDOCTORAL SCHOLAR APPOINTMENT INFORMATION SHEET

Postdoctoral Scholar Appointment

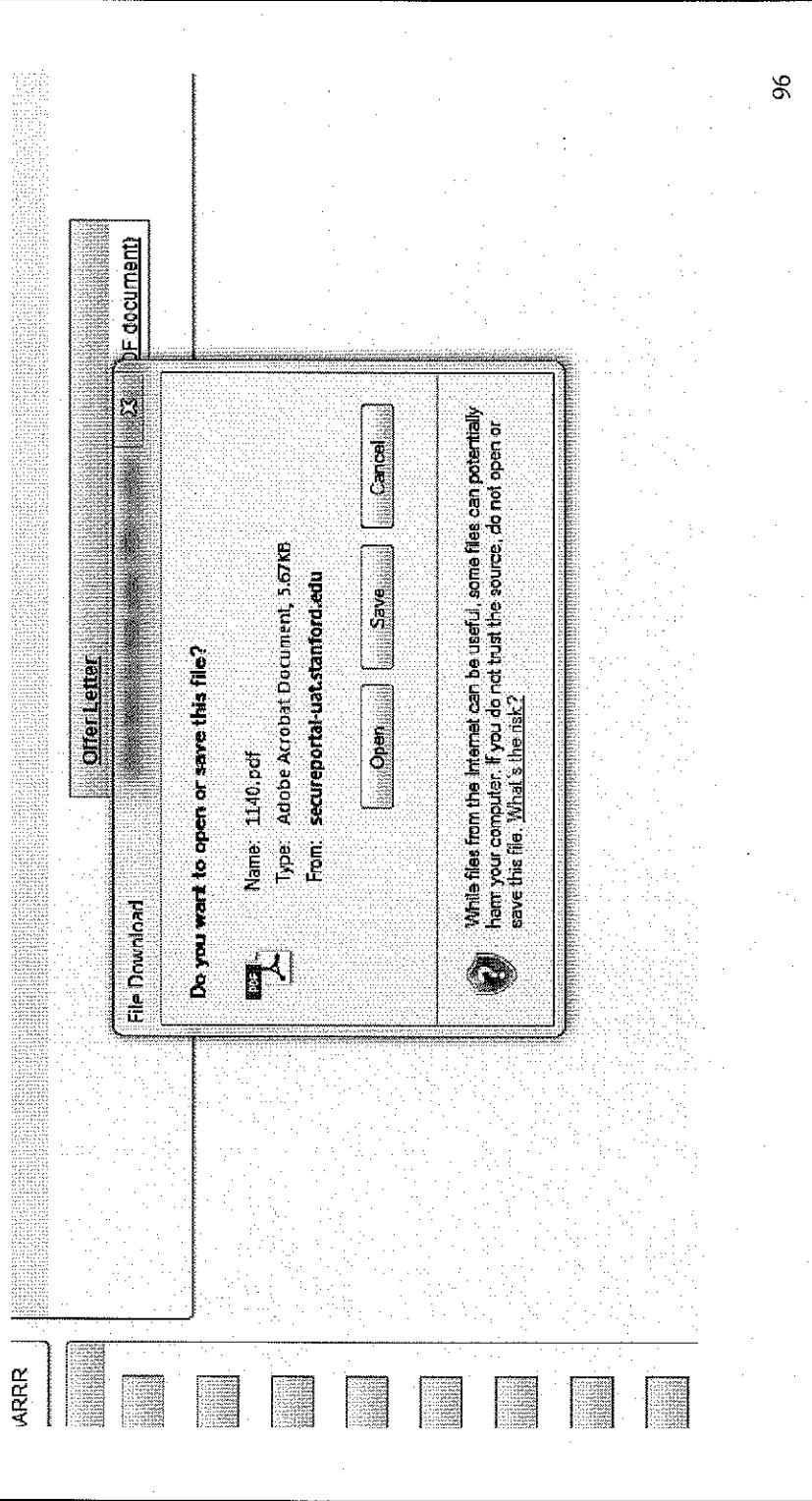
Offer Letter  
Click here to view your Offer Letter (docx PDF document)

Info  
Hello, You are logged in as AAARRR

Current Section

- Personal Details
- Personal Address
- Ethnicity
- Ext. Funding Details
- Education Details
- Work Experience
- Disabilities
- Pinish

# 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 Rennie  
PO Box 3888  
Stanford, CA, USA 94305

Dear Dr. Rennie:

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://postdocss.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 \$55,000, 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 Applications

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](#)

[Reject Offer Letter](#)

# Postdoc Accepted Offer

<b>Postdoc Application</b>	<b>Welcome</b>
<b>Scholar Data Form</b>	<b>Welcome, Annie</b>
<b>Postdoctoral Scholar</b>	Postdoctoral Scholar Data Form
	Transaction ID: 00791322
	<b>Transaction Status: Offer Letter Accepted</b>
	<a href="#">View Offer Letter</a>

# 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 [pccs-dev-emails@stanford.edu](mailto:pccs-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 8/22/2011 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 Pending Requests**

Sort By: ▼

## PD-REC-SHEET-PD-CITIZN

Rannie, Annie-PostDoc Request Type-Research 02

Transaction ID: 00791323 Pending Approval  
Received on: 08/02/11 4:57:52.114025PM  
Originated on: 08/02/11 4:32:05.000000PM  
Originated By: Annelies Kansome  
Acad Program: CHEM Chemistry

App Start Date: 08/02/2011  
Comments:

## PD-INFO SHEET

tes1tes2004-PostDoc Request Type-Initial 01

Transaction ID: 00791321 Pending Approval  
Received on: 08/02/11 3:44:58.000000PM  
Originated on: 08/02/11 3:44:57.000000PM  
Originated By:

Comments:

## PD-INFO-SHEET

tes1tes2003-PostDoc Request Type-Initial 01

Transaction ID: 00791320 Pending Approval  
Received on: 08/02/11 3:38:38.000000PM  
Originated on: 08/02/11 3:38:38.000000PM  
Originated By:

Comments:

# 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

W# Trans ID: 00791323      Status: Pending      Status Date & Time: 08/02/11 4:57:52PM  
 Originator: Ransome, Anne Les Ashoff      Email: paco-dev-emails@stanford.edu      Phone: 650736-0129

Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1. Ravia Santof	PD-CHAR-PROXY-CFA	Approver	10	APPROVER	08/02/11 4:57:52PM	
2. Alisha Murray	PD-CHAR-PROXY-CFA	Approver	10	Peer-Add	08/02/11 4:57:52PM	
3. Annelis Ransome	PD-DEPT-ADMIN-VERIFY	Approver	20	Peer-Add	08/02/11 4:57:52PM	
4. Shannon Yamahar	PD-CFA-ADMIN1	Approver	30			

\* Select PostDoc Information sheet: 30791322  
 \* Postdoctoral Request Type: PostDoc-Research Scholars  
 Is this request for Department Transfer: No  
 Complete Display of Electronic Data: Marked  
 Complete Information Sheet: Complete Information Sheet  
 \* No. of Candidates: 1 (Annex)

Last Name: Ransome      First Name: Annie      Middle Name:  
 Date of Birth:

\* Dept ID: CHEMISTRY      Chemistry      Phone:  
 \* Faculty Sponsor ID:      Email address:

# Option to add note to OPA

**UNIVERSITY** | **UAT**

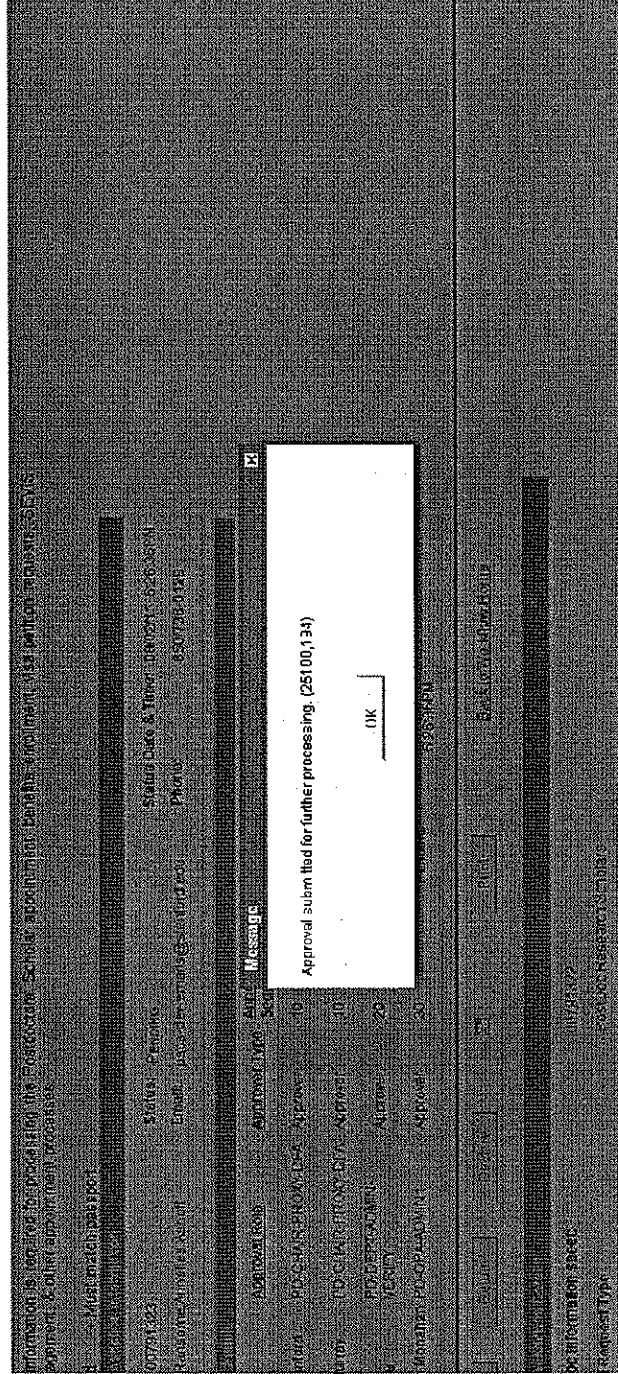
PeopleSoft Employee Information STARS (Training)

## Approval Comments

Comments:



# Form Sent to OPA!



# 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 sponsor

WF Trans ID: 00701322    Status: Pending    Status Date & Time: 08/02/11 5:28:38PM  
 Originator: Ransome,Annelies Asst of    Email: pacs-dev-ama1s@stanfoc.edu    Phone: 650735-0129

Name	Approval Role	Approver Type	Approval Sequence	Transaction Action	Status Date & Time	Comments
1. Rania Sanjiv	PD-CH-ADR-PROXY-DFA	Approver	10	APPROVED	08/02/2011 4:57:52PM	
2. Alistair Murray	PD-CH-ADR-PROXY-DFA	Approver	10	Peer Aided	08/02/2011 4:57:52PM	
3. Annelies Ransome	PD DEPT ADMIN	Approver	20	APPROVED	08/02/2011 5:28:38PM	
4. Shannon Monahan	PD-OPA-ADMIN	Approver	30	Pending	08/02/2011 5:28:38PM	

Print    [Back to My Workflow Home](#)

\* Select PostCoc Information sheet: 00751322    PostCoc Research Scholars

\* Postdoctoral Request Type: No

Is this request for Department Transfer: Offer Letter

Complete Information Sheet

Last Name: Rannie    First Name: Apple    Middle Name:

Date of Birth:

**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@spicuat20.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@sprcat20.stanford.edu Sent: Tue 8/2/2011 5:45  
 To: postdocaffairs@stanford.edu  
 Cc:  
 Subject: Test message: Recommendation sheet has been approved.

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](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

peopleSoft Employee Information STARS (Training)

## 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.

agree to the above

Workflow

Workflow Home

## Other Applications

ReportMart: 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



PeopleSoft Employee Information STARS (Training)

Menu search: [ ]

My Favorites  
 STF Web Forms  
 Self Service  
 STARS Menu  
 Training and References  
 Campus Community  
 Personal Information (Student)

Personal Information (Student)  
 Enter personal data, biographical, health, identification and participation information for a student.

STF PostDoc  
 STF PostDoc  
 PostDoc Transactions  
 Administrative Forms  
 STF PostDoc Type of Residence  
 STF PostDoc Other Affiliations  
 STF PostDoc Minimum Salary Setup  
 STF PostDoc Inmate  
 STF PostDoc Transcription Status

Click on Administrative Forms Link

## 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

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

EmpID

First Name

Last Name

Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status

Search

### Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Appointment dates change    
  Faculty change    
  Funding change

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

\*Student ID:

\*Acad Org:

Academic Program:

Academic Plan:

Academic Sub-Plan:

Appointment type:

Original Appointment Start date:

Post Graduate Year (PGY):

Months of Applicabic Experience Prior to this Appointment:

Months of Current Appointment:

Visa/Permit Type:

Faculty Sponsor:

Faculty Mentor:

Appointment End date:

0

0

Salary:

0.00

Visa End date:

Additional information regarding terms:

Comments:

Print

Back

Submit

Save

### Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Appointment dates change  Faculty change  Funding change

\*Student ID:

\*Acad Org:

Academic Program:

Academic Plan:

Academic Subplan:

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 Staff Date Changes

Update the below date cells to indicate a modification in the start of this or indicate an earlier start or a deferred start (occurs due to visa delays). Do not change the appointment start date. If this is an initial appointment, do not change the start date. If this is a Bechel and Posido, Benefits of changes in Start Dates.

#### Look Up

### Look Up \* Student ID

EmpID:	begins with
Last Name:	begins with
First Name:	begins with
Academic Program:	begins with
Academic Plan:	begins with
Academic Subplan:	begins with

Look Up:

People Soft Employee Information STARS (Training)

Search Change Request Student Information

### Post Doctoral Scholars Appointments Changes

Appointment dates change

Student ID: CHE

Acad Org: CHE

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:

Visiting type:

Faculty Sponsor:

Faculty Mentor:

Appointment Start Date Changes

Appointer may only indicate a medical or other planned absence in your department. Use this to indicate an earlier start or a deferred start, for example, due to a position whose degree completion dates or due to a delay in obtaining the appointment start date. This is not applicable to most leave default dates indicated.

**Look Up \*Student ID**

EmpID: begins with

Last Name: begins with **Rannie**

First Name: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Subplan: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**

1 of 100

EmpID	Last Name	First Name	Academic Career	Student Career	Academic Program	Academic Plan	Program	Status
05773467	Rannie	Annie	Graduate		CHEM	Chemistry	Active	CHEM-PD Chemistry (PD)

### Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Appointment dates change     Faculty change     Funding change

---

\*Student ID: 05779467   

\*Acad Org: CHEMISTRY   

Academic Program: CHEM   

Academic Plan: CHEM-PD   

Academic Sub-Plan:

Appointment type: Research Scholar PD

Original Appointment Start date: 08/02/2011

Post Graduate Year (POY):

Months of Applicable Experience Prior to this Appointment: 2

Months of Current Appointment: 13

Salary: 53000.00

Appointment End date: 08/31/2012

Visa/Permit Type: UN    Visa End date:

Faculty Sponsor: Jeffrey Kosert

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 data 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: 03/02/20\*1

**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 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

**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, you must complete a Termination Form by following the instructions at <http://postdocs.stanford.edu> a Termination Form.

New Appointment End Date (Extensions):

Total Experience with Reappointment Term Included: 15 Months  
3 Months

Applicable Research Experience To-Date:

---

**New Faculty Sponsor Information**

Use this section to update the Faculty Sponsor and Faculty Research Mentor information. If a research mentor is 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. If you are removing a research mentor and no other mentor is identified, you must now enter the faculty sponsor's information.

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

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

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



**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:**

Description	Amount:
New Salary Paid through Stanford University, entered in GFS - Description	<input type="text"/>
New Stipend / Fellowship support paid through Stanford University - Description	<input type="text"/>
New Outside support with direct payment to fellow - Description	<input type="text"/>
<b>Automatic Display</b> <input checked="" type="checkbox"/> <b>Required Salary:</b>	0.00

Additional information regarding terms:

Comments:

Save Submit Back Print

The image shows a screenshot of a software application interface. A modal message box is centered on the screen, displaying the text "Salary that is provided is below the expected salary" and an "OK" button. The background interface is dimmed and partially obscured. Visible text in the background includes "Message" at the top of the modal, "Salary that is provided is below the expected salary" inside the modal, and "OK" on the button. Below the modal, there are labels for "GFS - Description", "University - Description", and "Amount" appearing twice. At the bottom right of the screenshot, the number "123" is visible.

**Message**

Post Doc Form Saved Successfully (25400,15)

OK

...ing the Octob  
... Switching sup  
... and. Include in  
... wait. The Effect  
... n GFS - Description  
... Amount  
... d University - Description  
... Amount

### Postdoctoral Forms

- 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

If you only Saved the form and Did not submit it, it will appear as Draft if you later search for it.

Transaction ID	EmpID	Last Name	First Name	Academic Program	Academic Plan	Academic Sub-Plan	Transaction Status
1 00791329	05779467	Rannie	Annie	CI ICH	CI ICH-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

Appointment type:  Appointment dates change  Faculty change  Funding change

Appointment type:  Bio/Biomec

\*Student ID: 05779467 Annie Rannle

\*Acad Org: CHEMISTRY Chemistry

Academic Program: C-HEM Chemistry

Academic Plan: CHEM-PU Chemistry (PU)

Academic Sub-Plan:

Appointment type: Research Scholar PD

Original Appointment Start date: 00/02/2011

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment: 2 Appointment End date: 00/03/2012

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

#### 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

### Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Appointment Type:  Appointment dates change  Faculty change  Funding change

Student ID: 05779467 Annie Rannle

Acad Org: CHEMISTRY Chemistry

Academic Program: CHEM Chemistry

Academic Plan: CHEM-PD Chemistry (PD)

Academic Sub-Plan: Research Scholar PD

Appointment type: Research Scholar PD

Original Appointment Start date: 08/02/2011

Post Graduate Year (PGY):

Months of Applicable Experience Prior to this Appointment: 2

Months of Current Appointment: 13

Appointment End date: 08/31/2012

Salary: 53000.00

Visa/Permit Type: UN Visa End date:

Faculty Sponsor: Jeffrey Koseff

Faculty Mentor:

New Appointment Start Date: 03/15/2011

Extensions of Appointments

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.

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. 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.besb.com>.

127

itor

Message

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

OK

Provide the following information indicating the Ocol  
in the types of funding sources (i.e., switching sup  
ding fellowship support on new awards. Include in  
wards including the end date of award. The Effect  
place

IT Date: [3]

gh Stanford University, entered in GFS - Descrip

hip support paid through Stanford University - Description

with direct payment to fellow - Description

Amount

Amount

Amount



PeopleSoft Employee Information STARS (Training)

Extensions of Appointments

Enter the reappointment/extension end date for this postdoc here. If the New End Date is earlier than the APPOINTMENT END Date noted above, do not use this form. Instead, complete a Termination Form. 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/early\_termination\_notice.html in addition to submitting a Termination Form.

New Appointment End Date (Extension): 08/31/2012

Total Experience with Reappointment Term Included: 15 Months

Applicable Research Experience To-Date: 3 Months

Faculty Research Mentor

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: 00020644

Rodney Beard

Faculty Research Mentor

Comments:

New Annual Salary

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: 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

Amount:

10000.00

HHMI FELLOWSHIP

Required Salary:

Total:

10000.00

\*Faculty Sponsor: 00020644  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: 08/15/2011

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

Additional information regarding terms:

Comments:

Save Submit Back Print

Faculty Sponsor: 00000844    Faculty Research Mentor: C

Commitments:

As this sponsor provides the following information, including the contact information, the sponsor is providing support for the following support information regarding fellowships in support of new awards, including internal fellowship awards, including internal awards of awards, the award being changed through this process.

Low Annual Salary Aff Date: 08/15/2011

Low Salary Paid through Stanford University, entered in G.S. Description:

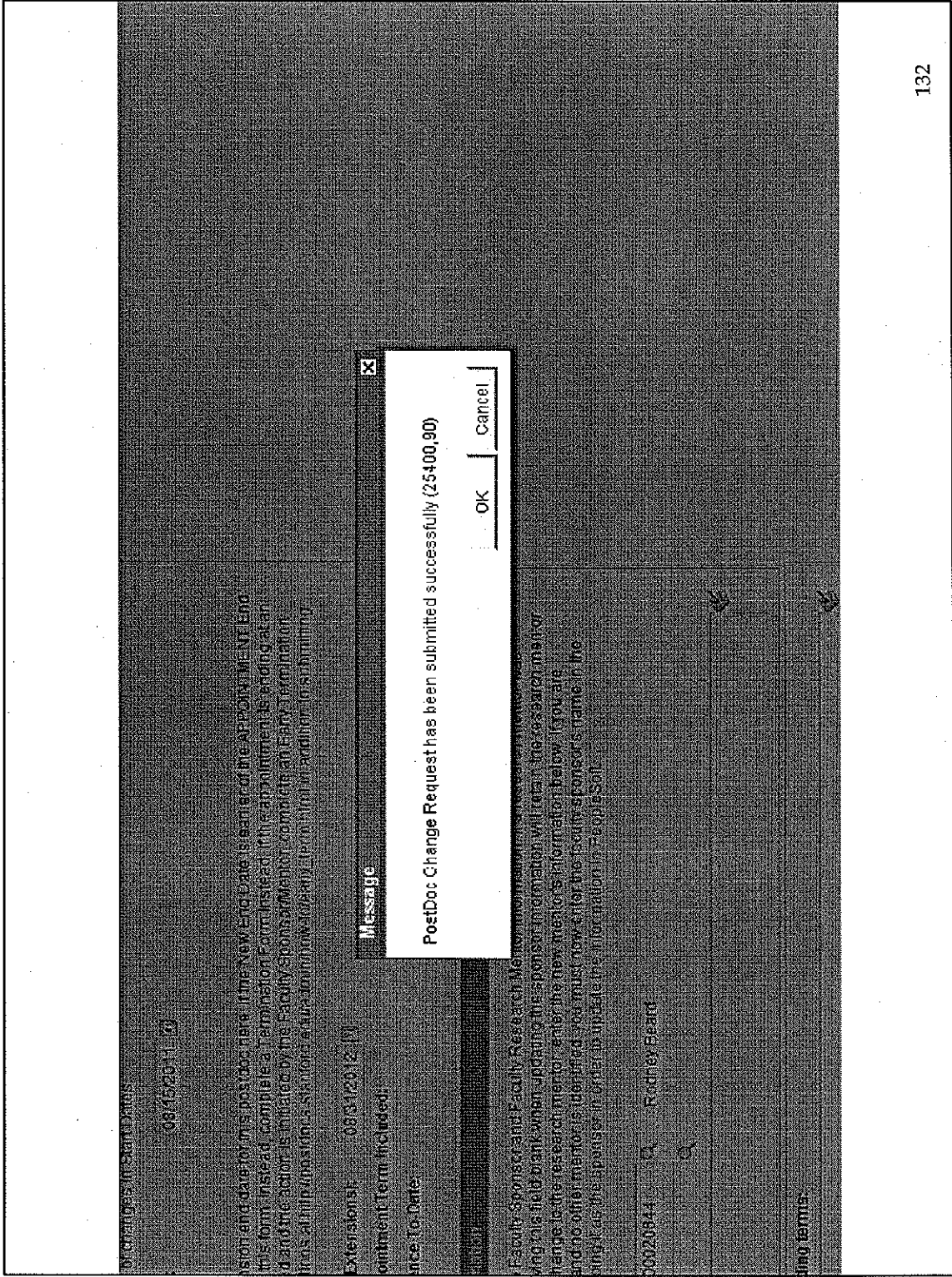
Amount	Description
Amount	Low Salary Paid through Stanford University, Description
Amount	Low Salary Paid through Stanford University, Description
Amount	Low Salary Paid through Stanford University, Description
Total	10000.00
Total	10000.00

Additional information regarding terms:

**Message**

Post Doc Corrr Saved Successfully (25400,15)

OK



# Submitted

Sif Pdoc Change Rqst      Sif W Transaction      Sif W No Approv

## Post Doctoral Scholars Appointment Dates, Funding and Faculty Changes

Request Type

Appointment dates change       Faculty change       Funding change

7 Bio Demo

*Student ID:	05779467	Annie Rannie
*Acad Org:	CHEMISTRY	Chemistry
Academic Program:	CHEM	Chemistry
Academic Plan:	CHEM OR	Chemistry/PhD

# Role #1's Workflow

PeopleSoft Employee Information STARS (Training)

My Approvals **My Pending Requests**

Sort By:

PD-CHANGE-TRAN SACT-PD

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

Annie Rannie-PostDoc Request Type-ProcChange 06

Comments:

Notify

My Approvals | My Pending Requests

PeopleSoft Employee Information STARS (Training)

### 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, Annelles Ashoff      Email: pscs-dev-emails@stanford.edu      Phone: 650736-0129

**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 Data**

\*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 [pscs-dev-emails@stanford.edu](mailto:pscs-dev-emails@stanford.edu) or the Office of Postdoctoral Affairs at [postdocaffairs@stanford.edu](mailto: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: worflow@prcuel2.stanford.edu Sent: Wed 8/23/2011 3:44 PM  
To: postdocaffairs@stanford.edu  
CC: [Redacted]  
Subject: Test message: PostDoc Change Request for Annie Rannic with a Transaction ID: 00791529 has been Approved.

Dear Dr. Annie Rannic:

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) 498-7418

# **TERMINATION FORM**

## *Used for:*

- **Early Terminations**
- **End of Term Terminations**
- **Departmental Transfers**

# TERMINATION FORM

PeopleSoft Employee Information STARS (Training)

Search:

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

Main Menu

## Campus Community

Maintain bio/dems 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 PostDoc Type Affiliation To
- STF Educ Other Affiliations
- STF PostDoc Minimum Salary Setup
- 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.

\* Student ID:

Student Email:

Acad Program:

Acad Sub-Plan:

Fellowship/Program:

Start Date:

\* Acad End Date:

\* Action Reason:

Address Line 1:

City:

State:

Email ID:

Acad Org:  
Look Up

## Look Up \*Student ID

EmpID:

Last Name:

First Name:

Academic Program:

Academic Plan:

Academic Subplan:

EmpID:	begins with	
Last Name:	begins with	
First Name:	begins with	
Academic Program:	begins with	
Academic Plan:	begins with	
Academic Subplan:	begins with	

Look Up Clear Cancel Basic LookUp

### Look Up \*Student ID

EmpID:  begins with

Last Name:  begins with  Rannie

First Name:  begins with

Academic Program:  begins with

Academic Plan:  begins with

Academic Subplan:  begins with

Look Up | Clear | Cancel | Basic Lookup

### Search Results

View 100

First 1 of 1

EmpID	Last Name	First Name	Academic Career	Student Career	Academic Program	Academic Program Status	Academic Plan	Academic Subplan
05779467	Rannie	Annie	Graduate	0	CHEM	CHEMISTRY ACTIVE	CHEM-PhD	Chemistry (PhD) (rank)

# POSTDOCTORAL SCHOLAR TERMINATION FORM

\* Required field + Must match passport

**Bio Data**

\*Student ID: 05779487  Adrie Rannle  \*Acad Org: CHEMISTRY  Chemistry

Student Email:  @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  End Date: 08/31/2012

\*New End Date:

\*Action Reason:

**Enter Termination Date here**

**Residential Information**

\*Address Line 1:

\*City:

State:

\*Email ID:

Address Line 2:

Postal Code:

Phone:

**Professional Information**

\*New Position Title:

\*Type of Position:

\*New Institution or Company:

**Foreign Scholars**

Visa Type:  IJN

Expiration Date:

**Certificate of Training**



Student Email: [redacted]@ehou.com Phone: [redacted]  
 Acad Program: CHEM Chemistry  
 Acad SubPlan: [redacted]  
 Fellowship Program: [redacted]  
 Start Date: 08/02/2011  
 New End Date: [redacted]  
 Action Reason: [redacted]

Look Up \*Action Reason

Program Action: Discontinuation  
 Action Reason: begins with  
 Description: begins with

Look Up Clear Cancel Basic Lookup

**Search Results**  
 View 1 of 1 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
POWNI	Quit without Notice
PRER	Resignation
RRTN	Failure to Return from LOA

Visa Type: UN Expiration Date: [redacted]

PROBAC

<b>Professional Information</b>	
*New Position Title:	<input type="text"/>
*Type of Position:	<input type="text"/>
*New Institution or Company:	<input type="text"/>
<input type="checkbox"/> Foreign Scholars	
Visa Type: UN Expiration Date:	<input type="text"/>
<b>Certificate of Training</b>	
*Certificate of Training Requested:	<input type="text"/>
<b>Comments for Approver and GPA</b>	
<input type="text"/>	
<b>Admin Information</b>	
Admin: 05281677	Admin Name: Annelles Ransome
Admin Email: pscs-dev-e-mails@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.

Print

Save Submit Back

**Note: GME not notified!**

<b>*New Institution of Company:</b> STANFORD UNIVERSITY	
▼ Foreign Scholars	
<b>Visa Type:</b> UN	<b>Expiration Date:</b>
▼ Certificate of Training	
<b>*Certificate of Training Requested:</b> Yes ▼	
<b>*Salutation Type:</b> PhD ▼	
<b>Name to appear on Certificate:</b> (if different from official name) Annie Z. Rannie	
<b>Comments Regarding Certificate:</b>	
▼ Admin Information	
<b>Admin:</b> 05281677	<b>Admin Name:</b> Annelies Ransome
<b>Admin Email:</b> pscs-dev-emails@stanford.edu	<b>Admin Phone:</b> 650/736-0129

Admin Information

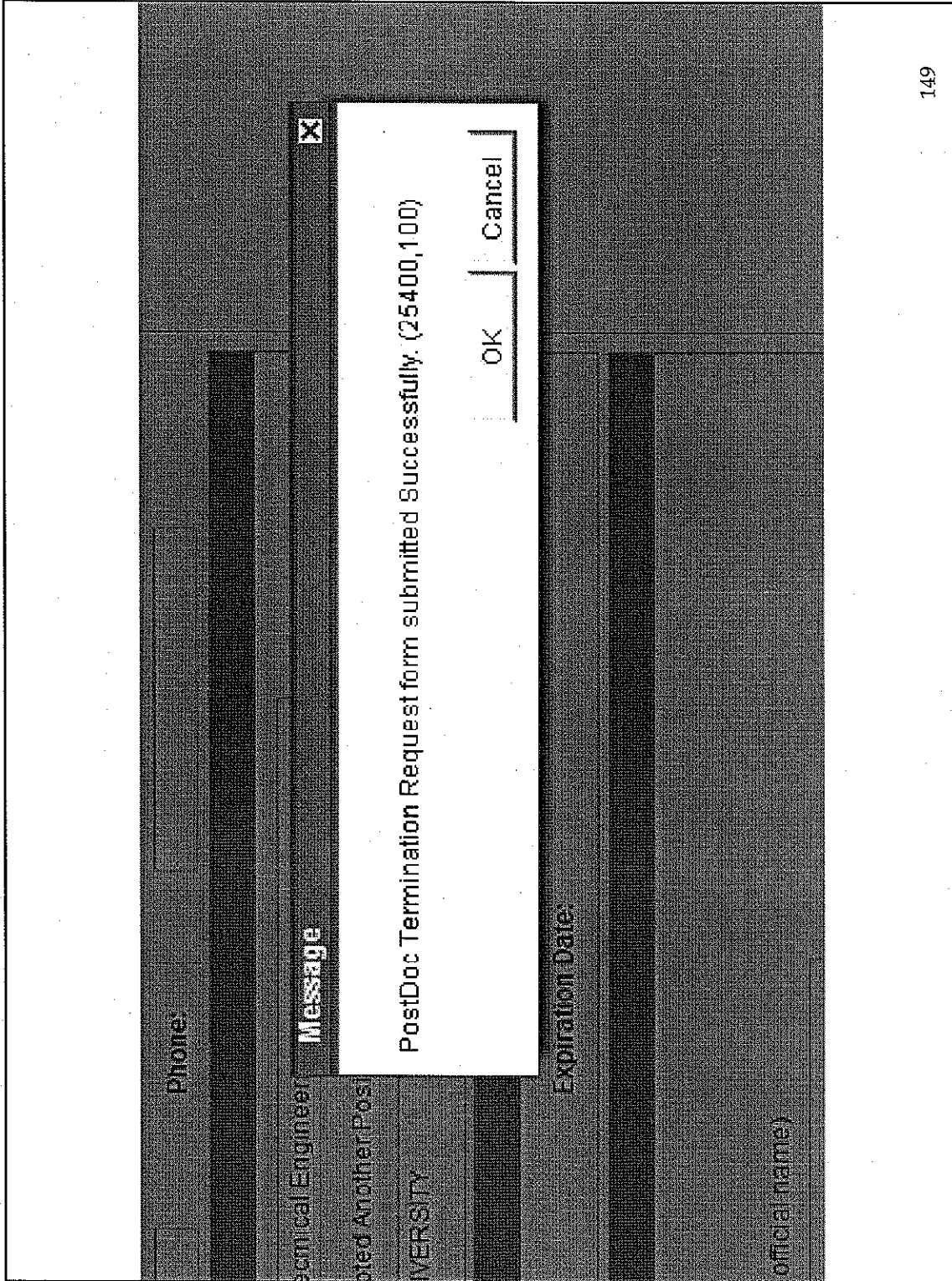
Admin: 05281677 Admin Name: Annelies Ransome  
 Admin Email: pscs-dev-emails@stanford.edu Admin Phone: 650/736-0129

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

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



# 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](mailto:alistair@stanford.edu)) for postdocs in the School of Medicine or Tammy Wilson ([twilson@stanford.edu](mailto:twilson@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

**Postdocs**

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](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	53000.00
New Outside support with direct payment to fellow - Description	53000.00
NIH	53000.00
Required Salary:	0.00
Total Annual Amount:	53000.00

**Postdoctoral Administrator**

Admin: 05281677 Annelise Ransome  
 Phone: 650736-0129  
 Email Addr: pscs-dev-emails@stanford.edu

Supporting Documents

**Upload Here!**

## **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 Career: GR Graduate    \*Academic Program: CHEM Chemistry  
 \*Academic Plan: CHEMFD Chemistry (FD)    Academic Sub-Plan:  
 Other Stanford Associations:

\*Area of Research/Training - Position description:  
 the exciting world of chemical reactions

\*Appointment Start Date: 08/22/2011    \*Offer Letter date: 08/02/2011  
 \*Appointment End Date: 08/23/2012    Yes

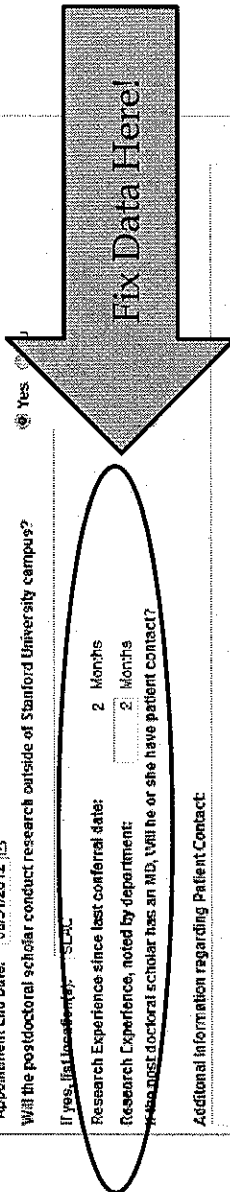
Will the postdoctoral scholar conduct research outside of Stanford University campus?

If yes, list location: SLAC

Research Experience since last conferral date: 2 Months  
 Research Experience, noted by department: 2 Months  
 Has most 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

254 characters left



## **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: CR  Graduate \*Academic Program: CHEM  Chemistry

\*Academic Plan: CHEIMP  Chemistry (FD) Academic Sub-Plan:

Other Stanford Associations:

---

**ACADEMIC DESCRIPTION**

Area of Research/Training - Position Description:  
the exciting world of chemical reactions

\*Appointment Start Date: 09/22/2011

\*Appointment End Date: 09/31/2012

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

If yes, list location(s): SLAC

Research Experience since last conferral date: 2 Months

Research Experience, noted by department: 2 Months

If the postdoctoral scholar has an HD, will he or she have patient contact?  Yes  No

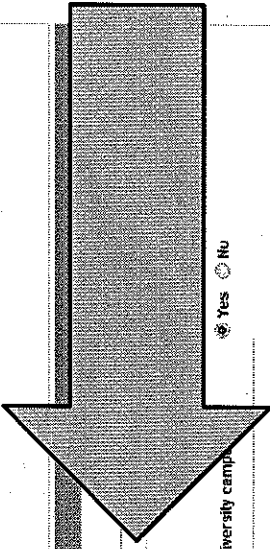
Additional Information regarding Patient Contact:

---

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

2/34 characters left

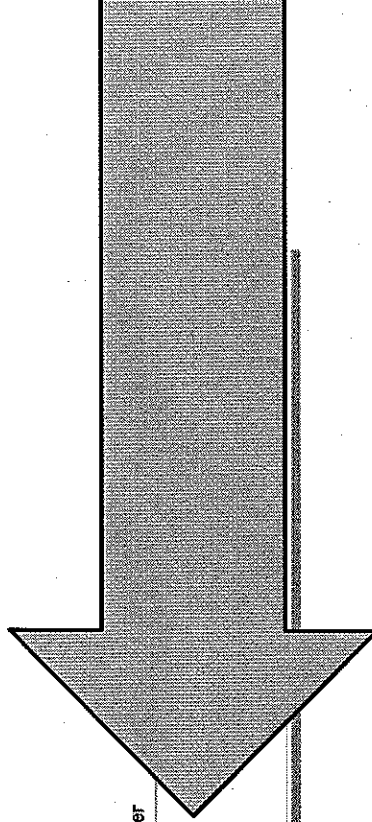
**STANFORD**



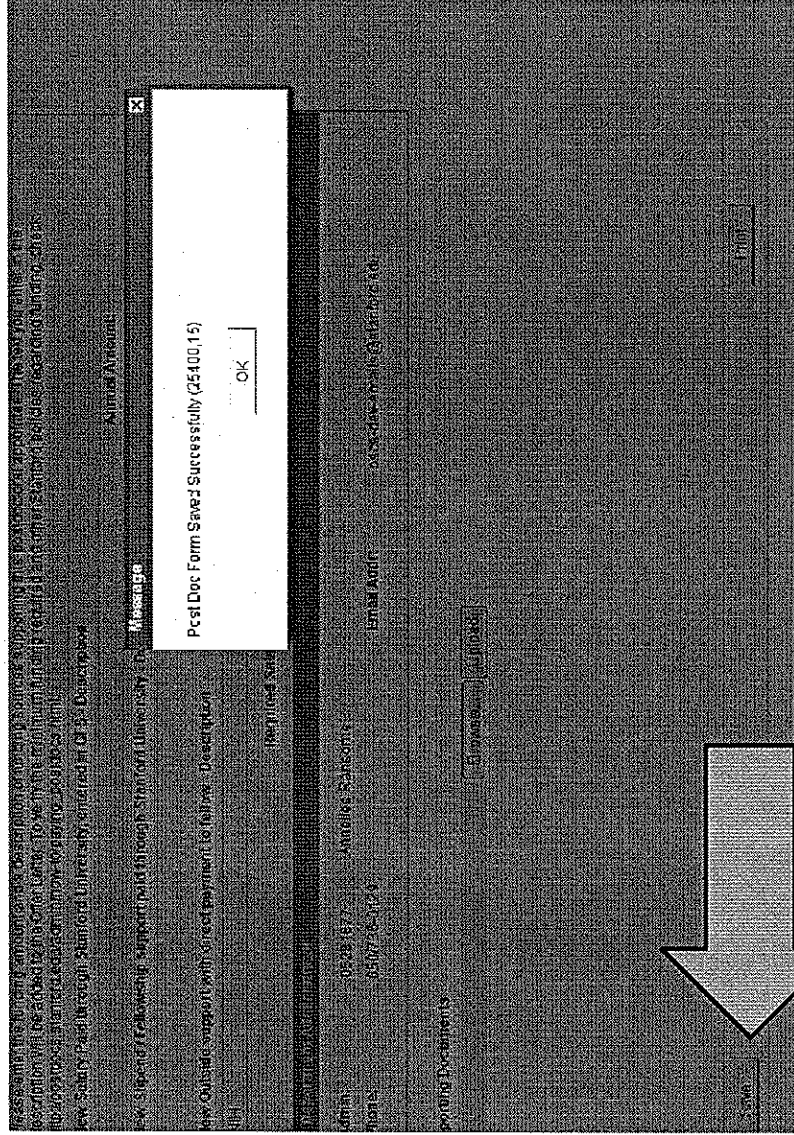
# Where to add more information in the offer letter...

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

In your position you will also be ...



# Form Saved



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

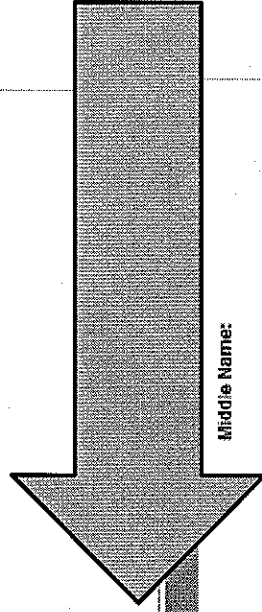
Recommendation Form to appoint Postdoctoral Research Scholars/Clinical Fellows (Trainees)

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

Select PostDoc Data Form:  
 \*Postdoctoral Request Type:  
 Is this request for Department Transfer:  
 Comparative Display of Biographic Data  
 Academic Information

Last Name: Rannle      First Name: Annle  
 Date of Birth: 12/25/1955  
 Middle Name:

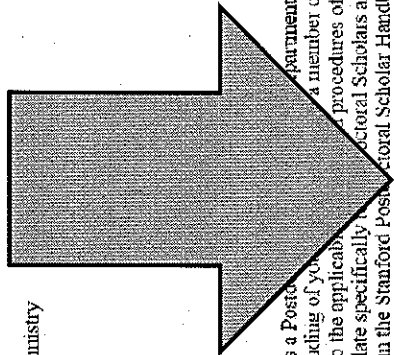


# Draft Offer Letter: Review Mode

August 2, 2011

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

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



Dear Dr. Rammie:

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 you 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 the 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 \$52,000, 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.

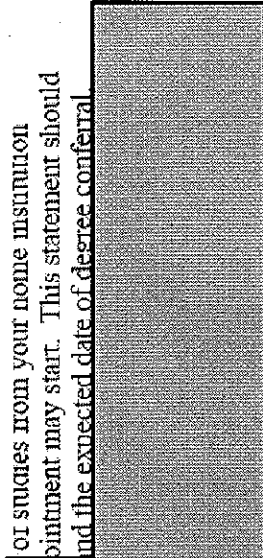
The source of your funding will be from NIH. At this time or during the term of your appointment, if you will receive other funding to support your postdoctoral training at Stanford, you are required to provide a

# Draft Offer Letter: Review Mode

degree has not yet been conferred, a statement of completion (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 postdoctoral appointments at Stanford at <http://postdocs.stanford.edu/admin/pdfforms/Terms>. 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 Amelies Ransome by e-mail at [psc-dev-emails@stanford.edu](mailto:psc-dev-emails@stanford.edu). Please visit the Office of Postdoctoral Affairs website at <http://postdocs.stanford.edu> (click on the "Incoming Conditions of Postdoctoral Offers.pdf"



# **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: [Redacted]

Postdoctoral Request Type: [Redacted]

First Name: [Redacted]

Last Name: [Redacted]

Academic Program: [Redacted]

Academic Plan: [Redacted]

Academic Sub-Plan: [Redacted]

Transaction Status: [Redacted]

Search



Clear All



# OCTOBER 1<sup>ST</sup> SALARY CHANGES

## October 1<sup>st</sup> 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 1<sup>st</sup> 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](http://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 1<sup>st</sup> 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 “FLSHIP 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

EmpID

First Name

Last Name

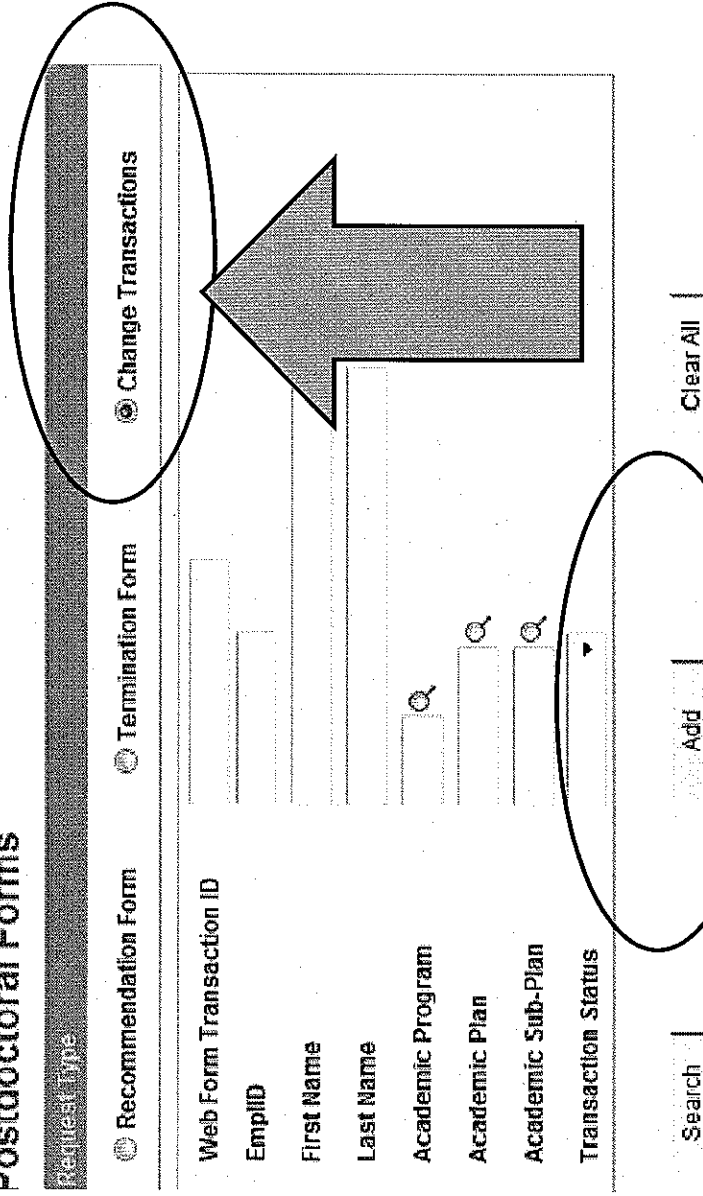
Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status

Search    Add    Clear All





## **October 1<sup>st</sup> 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

EmpID

First Name

Last Name

Academic Program

Academic Plan

Academic Sub-Plan

Transaction Status



# POSTDOCTORAL SCHOLAR TERMINATION FORM

\* Required field + Must match passport

*Student ID: <input type="text" value="05779467"/> <input type="text" value="Michelle Rannle"/> Student Email: <input type="text" value="@yahoo.com"/>		*Acad Org: <input type="text" value="CHEMISTRY"/> <input type="text" value="Chemistry"/> Phone: <input type="text"/> Academic Plan: <input type="text" value="CHEM-PD"/> <input type="text" value="Chemistry (PD)"/>	
Acad Program: <input type="text" value="CHEM"/> <input type="text" value="Chemistry"/> Acad Sub-Plan: <input type="text"/>		Fellowship / Program: <input type="text"/>	
Dates of Appointment: <input type="text" value="08/02/2011"/> <input type="text" value="08/31/2012"/>			
Enter Termination Date here			
*Address Line 1: <input type="text"/> *City: <input type="text"/> State: <input type="text"/> *Email ID: <input type="text"/>		Address Line 2: <input type="text"/> Postal Code: <input type="text"/> Phone: <input type="text"/>	
*New Position Title: <input type="text"/> *Type of Position: <input type="text"/> *New Institution or Company: <input type="text"/>			
Visa Type: <input type="text" value="UN"/>		Expiration Date: <input type="text"/>	



Student Email: [redacted]@vancouver.com Phone: [redacted]  
 Acad Program: CHEM Chemistry  
 Acad Sub/Plane  
 Fellowship/Program:  
 Start Date: 08/02/2011  
 \*New End Date: 00  
 \*Action Reason: [redacted]

Address Line 1  
 City  
 State  
 Email ID  
 New Position Title  
 Type of Position  
 \*New Institution or Company  
 Visa Type: [redacted]

Look Up \*Action Reason

Program Action: Discontinuation  
 Action Reason: begins with [redacted]  
 Description: begins with [redacted]

Look Up Clear Cancel Basic Lookup

Search Results  
 View 100 First 1-8 of 8 Last

Action Reason	Description
ACC	Accepted another position
PDEP	Department Transfer
TEAR	Early Termination
PEND	End of Appointment Term
PPER	Personal/Family Reasons
POWN	Quit without Notice
PRES	Resignation
FRTN	Failure to Return from LOA

Examination Date:



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

“Add.”

**STANFORD UNIVERSITY | AXESS UAT**

PeopleSoft Employee Information STARS (Training)

Menu Search:

STF PostDoc Invite

Find an Existing Value Add to New Value

Email ID: @yahoo.com

Add

Find an Existing Value | Add a New Value

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

- > 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

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

Personal Addresses

Home Save Add Profile Help

\*Email address [redacted]@aho.com MUST match email address listed in a letter with Stanford department.

Current Mailing Address

\*Address Line 1 PO Box 8888  
 Address Line 2  
 \*Country United States \*City Stanford  
 \*State Select State \*Zip 94305  
 Phone (650) 558-1212 Valid Through Date 06-31-2012

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  
 \*Country United States \*City Stanford  
 \*State Select State \*Zip 94305  
 Phone (650) 558-1212 Valid Through Date 06-31-2012

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.

Cultural Section

- Personal Details
- Personal Addresses**
- Ethnicity
- Disabilities
- Ext. Funding Details
- Education Details
- Work Experience
- Interests
- Finish

# STF PostDoc -> Administrative Forms

**STANFORD UNIVERSITY** | **AXESS UAT**

PeopleSoft Employee Information STARS (Training)

## Postdoctoral Forms

AXESS UAT

- Recommendation Form
- Termination Form
- Change Transactions

# Select "YES" for Dept. Transfer

SIU Edward R. Roybal School of Business | SIU Edward R. Roybal School of Business | SIU Edward R. Roybal School of Business

## 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, SCVIS database management, & other appointment processes.

\* Required field | Must match passport  
Trainee's (SIU) ID#

Select PostDoc Data Form:

0078-322

\* Postdoctoral Request type:

No

Is this request for Department Transfer:

Other 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](http://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 *	Student Services
Request Type *	Postdoctoral Affairs
Operating System	If applicable to your issue, please select an OS...
Request Description *	<p>H1 Therp,</p> <p>I have a prob...</p>

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

# HelpSU - OPA's View in the Online System

The screenshot displays a web form titled "Incident ID: INC00001677114". Below the title is a section for "Incident Request Information". The form contains several fields: "Summary" with the value "Positive/Asst", "Description" with the value "Hi There.", "Escalated" with the value "No", "Status" with the value "In Progress", "Urgency" with the value "Normal", and "Incident Type" with the value "General". A red oval highlights the "Description" field, and a red arrow points to the "Urgency" field.

Incident ID*	INC00001677114
Incident Request Information	
Summary*	Positive/Asst
Description	Hi There.
Escalated	No
Status*	In Progress
Urgency*	Normal
Incident Type*	General

# 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 *	Student Services
Request Type *	Postdoctoral Affairs
Operating System	<small>If applicable to your issue, please select an OS.</small>
Request Description *	<p>PS Problem - Error Message</p> <p>Hi There,</p> <p>I have a probbb</p>

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!*