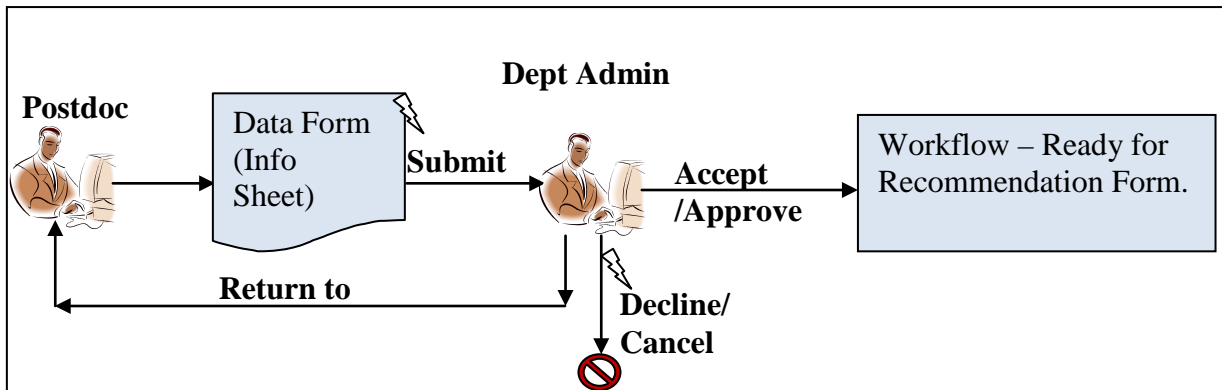
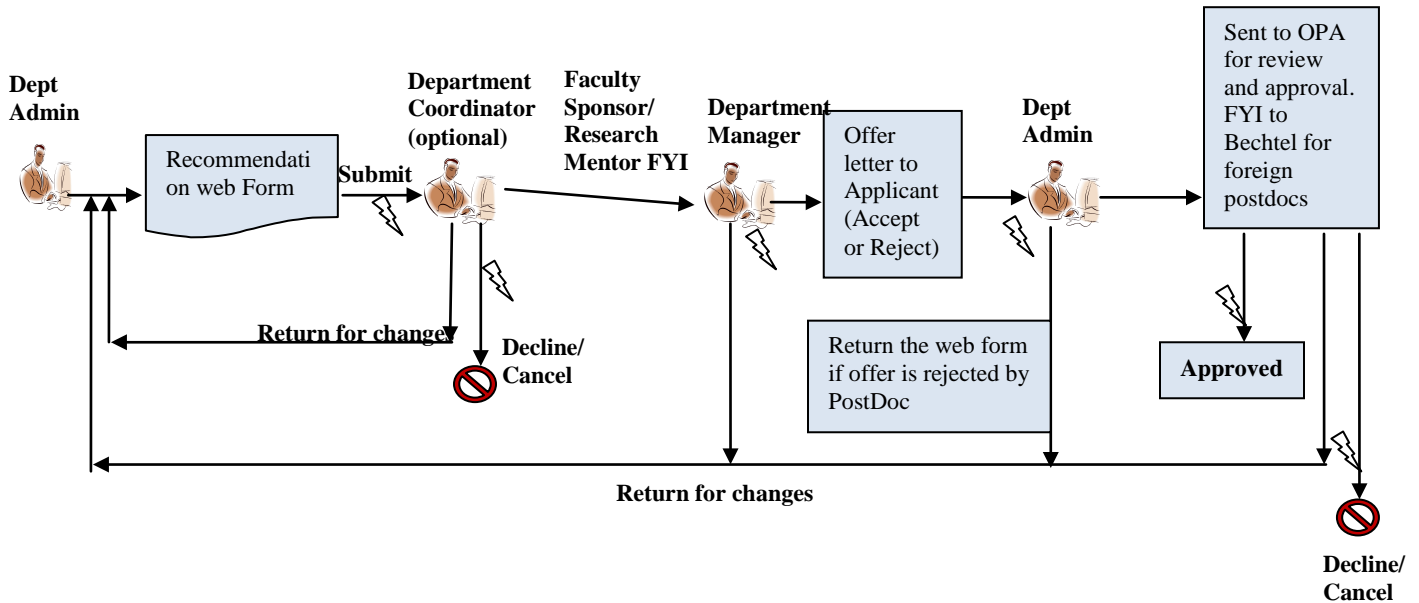


I. To Appoint a New Postdoc:

1. Admin requests postdocs to go online for submission of information through the Postdoc Invite panel in PeopleSoft
 Campus Community > STF Postdoc > STF Postdoc Invite
 Enter the email address of the postdoc. This is important and is a unique value. Enter the faculty sponsor and faculty mentor information. If they are not in the look up table, submit a HelpSU to the Office of the Registrar to add them to the Advisor Table before you can proceed.
2. The postdoc goes to Stanford’s secure portal to register. **S/he must use the same email address used in your Postdoc Invite and use the same email address throughout the process.** Then the postdoc must complete and submit the Postdoc Data Form (Information Sheet)



3. Recommendation Form:
4. Campus Community >STF Postdoc > Post Doc Transactions > STF Postdoc Recommendation



⚡ Indicates email notification

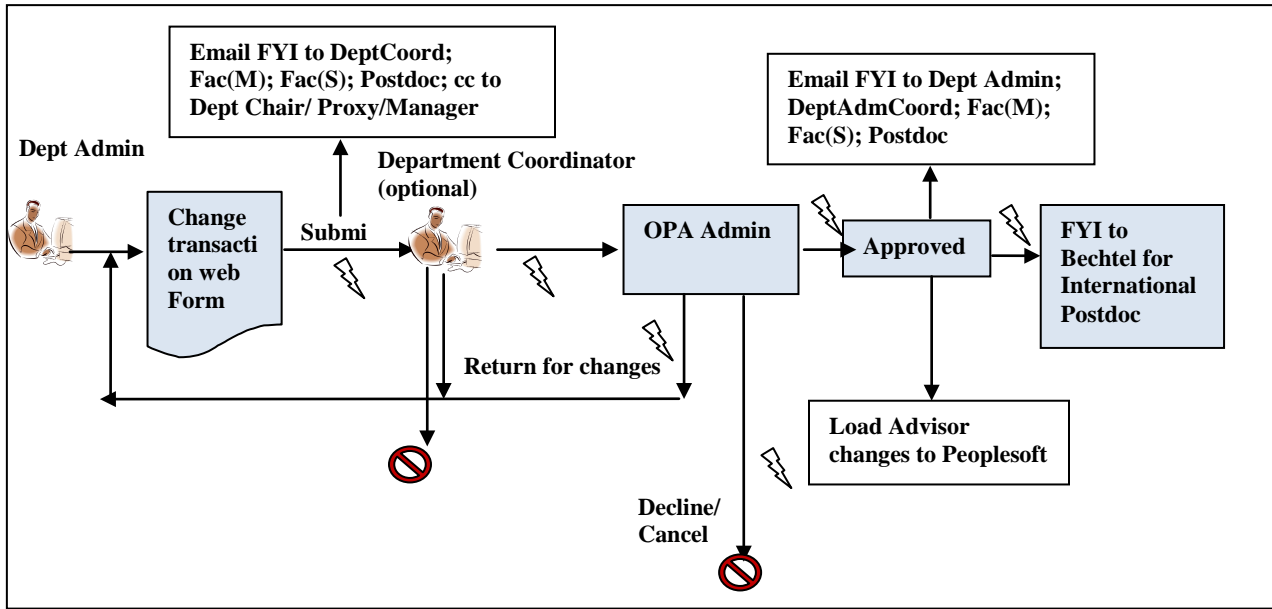
⊘ Indicates Transaction stopped

II. To Change Record for Existing Postdocs:

Campus Community > STF Postdoc > Post Doc Transactions > Change Requests

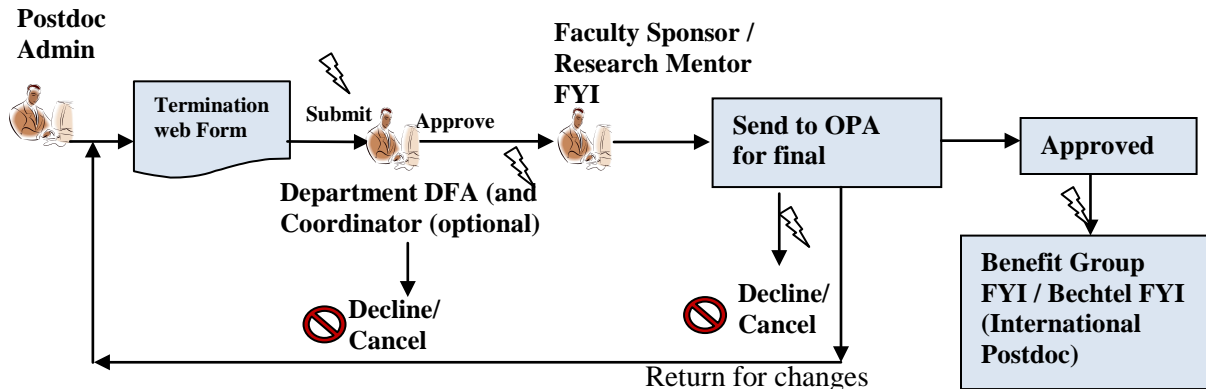
Use Change Form in order to submit:

- ❖ Delayed start date (or change in start date)
- ❖ Change in end date (extensions of appointments ONLY. For Terminations, use Termination Form)
- ❖ Changes in source type of funding (eg., stipend to salary)
- ❖ October 1 Adjustments
- ❖ Changes in Faculty sponsors/mentors



III. To End a Postdoctoral Appointment (Termination)

Campus Community > STF Postdoc > Post Doc Transactions > STF Postdoc Termination



IV. Leave of Absence. Is initiated by the postdoc through the self-service interface on AXESS.

