

## **GFS Entry for Postdoctoral Scholars**

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### **Appointment Processing – Who does What?**

- OPA's responsibilities consist of:
  - Term Activation in PeopleSoft Student Administration
  - Creating Student ID (given to Postdoc at Orientation)
  - Setting up a record in BISNet
- Departments are responsible for Aid-Year Activation and GFS Aid entry

## Paying Postdoctoral Scholars

- **After Aid Year Activation, pay lines can be entered in GFS using Aid Entry**
- **Postdoctoral Scholars pay**
  - must be supported either by Stanford grants and contracts, training grants, School or departmental fellowship funds, or external fellowships, or by a combination of these sources (administered in GFS).
- **Assist Salary Tab**
  - Use Assist Type RAF if 20 hours or more salary
  - Use Assist Type RAFC if less than 20 hours salary
  - Use Assist Type RAF on each PTA if PTAs are <20 hours but total hours salary >=20. So 10 PTAs each paying 4 hours salary would all be Assist Type RAF
- **FLSHP Stipend Tab**
  - use if paying stipend
  - use if paid on outside support (enter as an Information Only line)

## What is a Postdoctoral Scholar?

- Three common areas of confusion when hiring Non-Faculty Research Appointments
- Am I appointing a Postdoctoral Scholar, a Visiting Scholar or a Visiting Researcher?

## **Definition of a Postdoctoral Scholar**

- A trainee in residence at Stanford University pursuing advanced studies beyond the doctoral level under the sponsorship of a Stanford faculty member in preparation for an independent career.
- Postdoctoral Scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships.
- Postdocs are appointed as advanced, non-matriculating graduate students (\$125/quarter registration fee).

## **Definition of a Visiting Scholar**

- Visiting Scholars are PhDs (or recognized as experts in their field) who are visiting Stanford from outside institutions or organizations and are funded from external or personal sources. They receive no compensation or benefits from Stanford, other than a Visiting Scholar card (library privileges, etc.)
- Visiting Scholars are invited by the School/Department. Separate appointment procedures are defined for the School of Medicine in the policy above.

## **Definition of a Visiting Researcher**

- Visiting Researchers are non-matriculated graduate students, typically in the final stages of doctoral work at another university, invited by the school/department to work with a Stanford faculty member for up to one year on mutually beneficial projects.
- Departments send appointment paperwork to the University Registrar. Visiting Researchers are appointed by the Registrar, and charged the equivalent of TGR tuition plus Cardinal Care insurance (unless waived). There is no university obligation to support Visiting Researchers, but departments may do so with unrestricted funds. Visiting Researchers may not be appointed as RAs on research grants or contracts.

## **Paying Postdoctoral Tuition**

- A Registration fee of \$125 is charged per term
- Assist TAL Tab—use if paid salary
- FLSHP Tuition Tab—use if paid stipend or by outside support
- Degree-seeking Postdoctoral Scholars having a dual appointment in a MS or PhD program follow alternative guidelines and pay a graduate-level tuition instead of the \$125 fee

## KEY DISTINCTIONS

### SALARY

- ALLOWABLE cost on research grants/ contracts
- Subject to rules about employment, tax withholding
- Charged fringe benefits (20.8% in 06-07 for Postdocs with 50% FTE or more appointment)

### STIPEND

- NOT ALLOWED on research grants/ contracts, except Training Grants, Fellowships
- Not employment
- Not permitted for postdocs on H-1 (employment) visas

Having to change from one to the other can be very painful.  
Always try to get it right the first time.  
See [http://gfs.stanford.edu/pd\\_indicators.html](http://gfs.stanford.edu/pd_indicators.html)

## Salary and Benefits Rates

- Full Postdoc Benefit Rate (20.8%) will be applied to all salary when salary totals 50% FTE or more (RAF salary lines)
  - e.g. two separate salary lines, each 30% FTE, will each be charged the full benefits rate
- Contingent Benefit Rate (7.6%) will be charged to all salary when salary totals less than 50% FTE (RAFC salary lines)
  - e.g. one salary line for 30% FTE will be charged the contingent benefits rate

The Charge Priority - RAF or RAFC - controls the benefit rate.

## Info Only lines

- Use them when
  - a postdoc is funded by an outside source, and
  - the money is NOT being processed through Stanfordin order to record the postdoc's funding.

## Terminating a postdoc?

- Be sure to end BOTH
  - The academic appointment (termination form)
  - The postdoc paylines