# 7.4.2 Postdoctoral Scholar Support: Implementation

**Last updated on:**

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### PROCESS STEPS | RESPONSIBILITY
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1. Determines the support to be provided to a postdoctoral scholar and includes in the offer letter. | Department
2. Term-Activates the scholar in PeopleSoft Student Administration. | Postdoc Office
3. After the postdoc has been term-activated in PeopleSoft, and before processing any financial support, aid-year activates the scholar in GFS (TAL category is “PD”). | Department
4. For new externally-sponsored research awards, processes the notice of award and establishes the appropriate PTAs. | Office of Sponsored Research
5. Before processing any financial support for a postdoc, creates the necessary item types in GFS for the accounts to be used. | Department
6. Determines the appropriate levels of appointment and salary enter these as paylines in GFS. Finalizes the associated TAL payment, if any. | Department
7. Approves in Workflow in a timely manner. | Home Department and Financial Approvers
8. Monitors overall levels of funding. | Department
9. When a postdoctoral appointment is terminated, terminates all aid lines in GFS. | Department