7.4.2 Postdoctoral Scholar Support: Implementation

Last updated on:

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