Postdoctoral Scholar Contact Category Manual

Who Is a Postdoctoral Scholar at SBU?

At Stony Brook, a [Postdoctoral Scholar](#) is an individual holding a doctoral degree who is engaged in a temporary period of mentored advanced training for the purpose of acquiring the professional skills needed to pursue a career path of their choosing.

This definition includes but is not limited to the following SBU appointment titles:

- Postdoctoral Associate
- Senior Postdoctoral Associate
- Postdoctoral Fellow

We also have researchers appointed in other titles who are de facto Postdoctoral Scholars without the word "postdoctoral" in their official title. If someone satisfies the above definition and the established postdoc time limits, then Stony Brook considers them a postdoctoral scholar independent of their specific job title.

Maintaining Postdoctoral Scholar Data Records

The Office of Postdoctoral Affairs and the Office of Institutional Research report on numbers of Stony Brook postdoctoral scholars, an important AAU metric. In order to ensure accurate reporting, Stony Brook has enabled a new code in our PeopleSoft Human Capital Management (HCM) database for identifying all postdoctoral scholars regardless of their official job title: the "Postdoctoral Scholar" contact category.

Designated postdoc points of contact within academic units and departments are responsible for updating and maintaining the "Postdoctoral Scholar" (PS) contact category. Instructions for making changes to PeopleSoft contact category are detailed in the subsequent sections of this document.

Once a quarter, postdoc points of contact will receive automated reports of any individuals with the Postdoctoral Scholar code so that departments may verify the accuracy of postdoctoral scholar records and update where needed. These reports will come directly from the data warehouse via email.

If you are designated as the postdoc point of contact within your area, thank you! We appreciate the attention and care you give to this important work. The following guided steps will help you through the process of adding/removing the PS contact code for your postdocs as they arrive/depart their postdoctoral role. Please do not hesitate to contact postdocs@stonybrook.edu with any questions.

Postdoc points of contact will need to be able to identify and confirm current Postdoctoral Scholars within their unit and to make updates inside Peoplesoft to the contact category. If you do not currently have permission to make these updates, your VP Coordinator can give you permission, at their discretion. In some cases, the person who can confirm the postdocs on the list and the person who can update Peoplesoft may be different; please ensure the Office of Postdoctoral Affairs is aware of all contacts who should receive these quarterly reports. Changes in the postdoc point of contact can be emailed to postdocs@stonybrook.edu.

How to Locate the Postdoctoral Scholar Contact Category in PeopleSoft

1. Log into the PeopleSoft HCM database.
2. Follow the path: SBU ▯ SBU Human Resources ▯ Use ▯ Office Address.
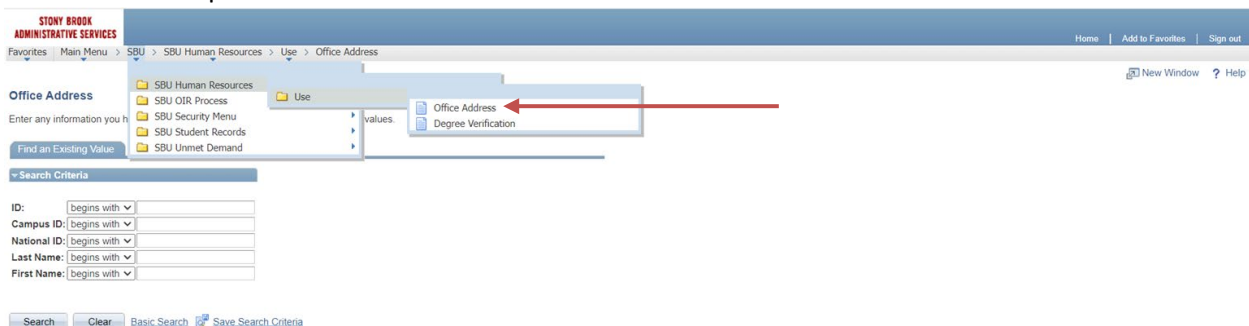
3. Enter the ID number of the postdoctoral scholar in the text field. There is no need to adjust the drop-down menu.

4. Click "Search."

5. Once on the individual's Office Address page, click on the **Contact Category Location Days** tab and you will see the Contact Category field.

How to Add the Postdoctoral Scholar Contact Category to an Individual Record

When to use this process:

- There is a new postdoc in your area OR
- A postdoc from your area is missing from a report of SBU postdocs

Steps:

1. Locate the Contact Category field for an individual record.
2. Enter an Effective Date and under Contact Category, enter **PS**.
3. Click "Save."
4. If there is already a Contact Category code entered, click on the + sign next to Effective Date & Effective Sequence to add a new row and new Effective Date, and then click on + sign next to the Contact Category before completing steps 1-3.

How to Delete the Postdoctoral Scholar Contact Category from an Individual Record

When to use this process:

- A postdoc in your area has left their position OR
- An individual appears on a report of postdocs in your area but should not be included

Steps:

1. Locate the Contact Category field for an individual record.
2. Click on the + sign next to Effective Date & Effective Sequence to add a new row and new Effective Date.
3. Click the "-" box on the Contact Category line where the Postdoctoral Scholar code appears. This will delete the line.
4. Click "Save."