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POSTDOC SYSTEM OVERVIEW

The Postdoc profile appears in the Postdoc Appointment Profile System (PAPS) after the postdoc has attended the BCM New Hire Orientation. An Alert will appear in the Alerts Section of the postdoc system, notifying the user that an action needs to be initiated in PAPS.

1. Log-in to system using your BCM login and PW https://education.bcm.edu/gsbs/post-docs.
2. The menu bar for the Postdoc Appointment Profile System (PAPS) has the following sections.

3. Postdoc Administrators have access to three areas of PAPS:
   - All POSTDOCS
   - ACTIVITY LIST
   - ALERTS

1.1 All Postdocs

The All Postdocs section provide you a current and historical view of postdocs in your department. Under the All Postdocs section you can initiate different actions for the postdoc appointment. The different actions are:

- New Appointment
- Reappointment
- Change of Title
- Termination
- Transfer
- View Request
- View Log
1.2 ACTIVITY LIST

The Activity List section is the workflow area of the system. After submitting the appointment request, the postdoc record moves to the Activity List section. PAPS opens in the Activity List Section. The Activity List section will show the Request Type, Current Status, and Pending Action of the postdoc record.

i. **Request Type** is the type of action initiated in the postdoc system. The different **Request Types** are:
   - New appointment
   - Reappointment
   - Change of Title
   - Transfer
   - Termination

ii. **Current Status** refers to the different completed actions regarding the current postdoc appointment action. The **Current Statuses** are:
   - Request Type: Appointment, Reappointment, Change of Title, Transfer, Transfer
   - OPA Approved
   - ISO Approved
   - Rejected
   - Approved

iii. **Pending Action** refers to the location of the record in the workflow process. The **Pending Actions** are:
   - Pending OPA Review
   - Pending ISO Review
   - Pending HR Review
   - Final
1.3 Alerts

The Alerts section provides information regarding Actions the Postdoc Admin needs to initiate in PAPS for an active postdoc appointment. The different types of Alert Messages are:

- Active appointment not found – New Hire
- Active appointment not found – Reappointment
- Missing in SAP (Date Terminated: 17-Jun-2018)
- In SAP Non-Postdoc Title
- Transferred to (new department name)

1.4 Locked Records

The red lock means the postdoc appointment is submitted and moving the workflow.

1. Contact the Office of Postdoctoral Affairs to make any changes to the record while the appointment request is in process.

2. No changes are allowed after the appointment request is finalized.
1.5 **Historical Appointment Review**

View historical appointment information by clicking the chevron next to the BCM ID.

1. Click on the chevron and the dropdown appears listing the previous postdoc appointments.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Department Name</th>
<th>Section Name</th>
<th>Appointment Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/17/2014</td>
<td>03/16/2015</td>
<td>Department of Pediatrics</td>
<td>Pediatrics-OncoLOGY</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>09/21/2008</td>
<td>09/19/2014</td>
<td>Department of Pediatrics</td>
<td>Pediatrics-Hematology &amp; Oncology</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>02/01/2008</td>
<td>01/30/2008</td>
<td>Department of Pediatrics</td>
<td>Pediatrics-Hematology &amp; Oncology</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>03/17/2015</td>
<td>03/30/2015</td>
<td>Department of Pediatrics</td>
<td>Pediatrics-OncoLOGY</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>09/01/2016</td>
<td>08/30/2017</td>
<td>TCH Breast</td>
<td>TCH-Pedi Surgery</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>09/01/2017</td>
<td>05/17/2018</td>
<td>TCH Breast</td>
<td>TCH-Pedi Surgery</td>
<td>Postdoctoral Fellow</td>
</tr>
<tr>
<td>09/18/2018</td>
<td>06/16/2019</td>
<td>TCH Breast</td>
<td>TCH-Pedi Surgery</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>07/16/2006</td>
<td>01/12/2019</td>
<td>TCH Breast</td>
<td>TCH-Pedi Surgery</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>08/13/2012</td>
<td>02/12/2013</td>
<td>Department of Ophthalmology</td>
<td></td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>12/13/2004</td>
<td>08/30/2015</td>
<td>Department of Medicine</td>
<td>Medicine-Pulmonary</td>
<td>Postdoctoral Associate</td>
</tr>
<tr>
<td>07/30/2005</td>
<td>09/30/2017</td>
<td>Department of Molecular &amp; Human Genetics</td>
<td></td>
<td>Postdoctoral Associate</td>
</tr>
</tbody>
</table>
2 ALERTS

The Alerts section provides a message about the current status of the postdoc appointment record. The Alert Message will notify the Postdoc Administrator of an Action that needs to occur in the All Postdocs Section of PAPS.

There are five (5) different types of Alerts:

1. Active appointment not found – New Hire
2. Active appointment not found – Reappointment
3. Missing in SAP (Date Terminated:XX-Sep-2017)
4. In SAP Non-Postdoc Title
5. Transferred to (new department name)

Archive the Alert message by checking the box in the Archive column, after completing an Action. The Archive selection removes the alert message from the Alerts section and stops all email notifications. The alert message will reappear every 30 days, if a pending action has not occurred.

Note:
• The Export to Excel button exports a list of Alerts.
• The Update Archive Status button removes the Alert notice after the action has been initiated in the system.
3 **ALL POSTDOCS**

Initiate all actions for new appointment, reappointment, change of title, transfer and/or terminations under the All Postdocs section for your department.

The **All Postdocs** section displays current appointments only.

**Note**

If you do not find your postdoc’s name, check the Show Past, Current and Future Appointments box.

There are eight (8) actions you can initiate in the Postdoc System:

1. **New Appointment** – New Hire
2. **Termination** – Postdoc is leaving BCM

![Table of appointments]

3. **Reappointment** – Postdoc will be reappointed to the same department
4. **Change of Title** – a Postdoc’s title is changed, generally due to changes in funding source
5. **Transfer (New Appointment)** – Postdoc ended appointment in one department and transferring new department
6. **View Log** – used to view notes entered by OPA, HR, or ISO and to see the actions taken for the postdoc appointment
7. **View Request** – to view last action initiated for the postdoc (New Appointment, Reappointment, Shortened Appointment, Change of Title, Termination)
4 NEW APPOINTMENT

PAPS indicates a New Appointment in two ways:

1) A notification is displayed in the Alerts section.

2) In the All Postdocs section there are no dates in the Appt Start Date and Appt End date fields.

4.1 Initiate New Appointment Request

1. Locate your Postdoc in the All Postdoc Section.
2. Click the Name filter.
3. Enter Postdoc’s Last Name, First Name.
4. Go to the Actions dropdown.
5. Select New Appointment.


7. Enter Funding Source(s) as appropriate.
Note
• Provide a justification for appointments that are less than one year.

Notes
• If more than one funding source is needed, click "Add Another Funding Source" for each additional funding source.
• FTE must equal 1.0

8. Click "Submit"
10. Attach Signed Appointment Request to the postdoc profile.

Notes
• The Appointment Request Page will automatically download to your computer.
• The appointment screen will automatically close. If the appointment screen does not automatically close, check Red Highlighted areas for errors or incomplete fields.
• After the appointment is submitted, the Office of Postdoctoral Affairs receives the appointment request for processing.
• The Postdoc is notified via email to complete his/her Postdoc Profile.
• The following documents constitute a completed Postdoc Profile:
  o Current CV
  o Proof of terminal degree (diploma or transcript with the degree conferred)
  o Proof of HIPPA completion
  o Certifying of the Postdoc Profile
  o Signed Appointment Request

References
• See Section 5: Appointment Request Page – for detailed instructions to print the appointment request pages.
• See Section 6: Attach Documents – for detailed instructions to upload documents to the postdoc’s profile.
• See Section 12.1: View Status of Request – for detailed instructions to check the status of a postdoc’s appointment.
5 APPOINTMENT REQUEST PAGE

After the Postdoc Admin submits the appointment request, the Appointment Request page automatically downloads to the computer. If the Appointment Request page does not download, you can print the document in the Activity List section. The Signed Appointment Request page is attached to the postdoc’s profile.

The following people must sign the Appointment Request Page:
- Postdoc
- PI or Mentor
- Department Chair or Center Director.

5.1 Locate and Print Appointment Request Page

If the Appointment Request does not download to your computer you can locate and print the Appointment Request form in the Activity List section.

1. Go to the Activity List section.
2. Locate your Postdoc by clicking on the Name filter.
3. Enter the Postdoc’s Last Name, First Name.
4. Go to the Actions dropdown.
5. Select Appointment Request page from Actions dropdown.

Notes
- Under the Activity List section there is detailed information about the status of the postdoc’s current appointment request.

6. The Appointment Request downloads to your computer.
7. Print the Appointment Request to obtain required signatures.
8. Review the Appointment request to ensure that all of the information is accurate.
9. Obtain required signatures from the Postdoc, the Mentor/PI and Department Chair or Center Director.
10. After signatures are obtained, attach the **Signed Appointment Request** page to the Postdocs Profile.

11. Next Steps – See [Section 6: Attach Documents](#).
6 ATTACH DOCUMENTS

1. Locate the Postdoc's profile in the All Postdocs or the Activity List sections.

2. Click the Name filter and enter Postdocs Last Name, First Name.

   **Notes**
   - Check the Show Past, Current and Future Appointments box if the search does not populate your Postdoc name.
   - Repeat step #2.

3. Click the Postdoc’s name.

   **Note**
   - A new Tab will open for the Postdoc Profile page.
4. Click **Attachments** in right menu bar.

5. Select file to locate the saved document on your computer.

6. Search your computer for the saved Signed Appointment Request page.

7. Select Document Type, **Signed Appt Request**.

8. Click **Upload Document**.

9. The Signed Appointment Request will populate in the files chart, as indicated here:
10. Click Next to save document and navigate from the Attachment Screen.

**Notes**
- Your Appointment request is now complete and ready for processing by OPA.

11. Close Postdoc Profile screen by closing the tab in your browser.

**Notes**
- The Office of Postdoctoral Affairs will approve the request after:
  1. the Postdoc has certified his/her Profile,
  2. all required documents have been received from the postdoctoral trainee and postdoc administrator.
- After the Office of Postdoctoral Affairs has approved the Appointment Request, the postdoc record is moved in the workflow to HR and ISO (if foreign national or permanent resident) for approval.
- After the appointment request has received final approval by either OPA, ISO and/or HR, an email is generated to the Department.

---

**Dear Postdoc Administrator**

Please find attached an appointment letter for a postdoctoral trainee in your area. After verifying the letter and converting it to a PDF, please forward it to the trainee for their signature. The signed letter should be uploaded into the Postdoctoral Appointment system within 2 weeks.

If you have any questions, please contact the Office of Postdoctoral Affairs at PostdocAffairs@bcm.edu or 713-798-4475.

Thank you,
Office of Postdoctoral Affairs
Graduate School of Biomedical Sciences
PostdocAffairs@bcm.edu
7 APPOINTMENT LETTER

After the postdoc Appointment Request (New appointment, Reappointment, Transfer, or Change of Title) has moved through the workflow (Department/Center/Clinic, OPA, ISO or HR) then the Appointment Letter is ready for print.

You can access appointment letters in two ways:

1) The Postdoc Admin and postdoc receive an automated email advising the Appointment Letter is ready for review and to be signed

   ![Example Appointment Letter Image]

   Dear Postdoc Administrator

   Please find attached an appointment letter for a postdoctoral trainee in your area. After verifying the letter and converting it to a PDF, please forward it to the trainee for their signature. The signed letter should be uploaded into the Postdoctoral Appointment system within 2 weeks.

   If you have any questions, please contact the Office of Postdoctoral Affairs at PostdocAffairs@bcm.edu or 713-798-4475.

   Thank you,
   Office of Postdoctoral Affairs
   Graduate School of Biomedical Sciences
   PostdocAffairs@bcm.edu

2) If the Appointment Letter is not received via email, the Postdoc Admin can locate and print the appointment letter

7.1 Locate and Print Appointment Letter

1. Go to the Activity List section.

2. Click Show Past, Current, and Future Appointments if unchecked, shows current appointments only.

3. Locate your Postdoc by clicking on the Name filter.

4. Enter Postdocs Last Name, First Name.
5. Go to Action dropdown, select Appointment Letter.

6. The Appointment Letter downloads to your computer.
7. Review information in the Appointment Letter for accuracy.
8. Save Appointment Letter as a .PDF file on your computer.
9. Email postdoc .PDF of Appointment letter for signature.
10. Upload the Signed Appointment Letter to the Postdoc’s Profile.
8 REAPPOINTMENT

The reappointment feature is to extend a Postdoc’s appointment for another year.

A postdoc Reappointment is indicated in two ways:

1) In the Alerts Section, there is a message.

2) The Postdoc Admin and postdoc receive an automated email advising the current postdoc appointment will end in 90 days.

8.1 Initiate Reappointment Request

1. Locate your Postdoc in the All Postdoc section.

2. Click on Name filter.

3. Enter Postdocs Last Name, First Name.

Note
- If the search does not populate your Postdoc record, click Show Past, Current and Future Appointments box.
- Repeat step #2.

4. Select Reappointment from the Actions drop-down menu.

5. Complete all fields.
   - All fields will repopulate in the reappointment request from the previous appointment.

6. Verify all funding sources and stipend amount is correct.
7. Enter Funding Source(s) as appropriate.

**Note**
- Justification should be provided for appointments less than one year.

- If more than one funding source is needed, click **add another funding source** for each additional funding source.
8. Click Submit.

10. Attach Signed Reappointment Request to the postdoc profile.

Notes
- The Appointment Request Page will automatically download to your computer.
- The appointment screen will automatically close. If the appointment screen does not automatically close, check for errors or incomplete fields highlighted in red.

- After the appointment is Submitted the Office of Postdoctoral Affairs receives the appointment request for processing.
- The Postdoc is notified via email to recertify and update his/her Postdoc Profile.
- The following documents constitute a completed Postdoc Profile:
  - Current CV
  - Updated Postdoc Profile
  - Re-certify profile
  - Signed Reappointment Request

References
- See Section 5: Appointment Request Page – for detailed instructions to print the appointment request pages.
- See Section 6: Attach Documents – for detailed instructions to upload documents to the postdoc’s profile.
- See Section 12.1: View Status of Request – for detailed instructions to check the status of a postdoc’s appointment.
The **Transfer Request** is for appointing a postdoc who remains at BCM but continues the appointment in a new lab/department/clinic or PI. The new department initiates the transfer request.

1. Locate your Postdoc on your [All Postdoc](#) section.
2. Click on Name filter.
3. Enter Postdoc’s Last Name, First Name.
4. Select **Transfer** from the Action Dropdown menu.

5. Complete all fields.

**Notes**
- The End date will remain the current appointment end date to ensure the postdoc’s paid time off balances (vacation and sick time) do not restart.
6. Click **Submit**.

7. The Postdoc **Transfer** request downloads to the computer.

8. Obtain required signatures.

9. Attach signed **Transfer** request to the Postdoc’s profile.

10. Next Step – See **Section 6: Attach Documents**.

**Notes**
- The transfer request screen automatically closes. If the appointment screen does not automatically close, check for errors or incomplete fields.
- After the **Transfer Request** is submitted:
  - The Appointment Request Page for Transfers downloads for approval.
  - If the appointment request does not automatically download, see **Sections 5.1: Locate and Print Appointment Request Page**.
- The Office of Postdoctoral Affairs receives your request for processing.
- The Postdoc is notified via email to complete and update his/her Postdoc Profile.
- The following documents and actions constitute a completed Postdoc Profile:
  - Current CV
  - Updated Postdoc Profile
  - Re-certify of postdoc
  - Signed Transfer Appointment Request

**References**
- See **Section 5: Appointment Request Page** – for detailed instructions to print the appointment request pages.
- See **Section 6: Attach Documents** – for detailed instructions to upload documents to the postdoc’s profile.
- See **Section 12.1: View Status of Request** – for detailed instructions to check the status of a postdoc’s appointment.
10 CHANGE OF TITLE

The Change of Title is used when a Postdoc’s title is changed, generally due to changes in funding source.

1. Locate Postdoc in the All Postdoc section.

2. Click on Name filter.

3. Enter Postdoc's Last Name, First Name.

**Notes**
- If the search does not populate your Postdoc record, click Show Past, Current and Future Appointments box.
- Repeat step #2.

4. After locating your Postdoc, select Change of Title from the Actions drop-down menu.

5. Complete all fields.

6. Select New Postdoc Appointment Title.

7. Enter Funding sources
   - If more than one funding source is needed, click add another funding source for each additional funding source.
8. Click Submit.
9. The Postdoc Change of Title Request downloads to the computer.
10. Obtain required signatures.
11. Attach signed Change of Title Request to the Postdoc’s profile.

**Notes**
- The Change of Title request screen automatically closes. If the appointment screen does not automatically close, check for errors or incomplete fields.
- After the Change of Title is submitted:
  - The Appointment Request Page for Change of Title downloads for approval.
  - If the appointment request does not automatically download See Sections 5.1: Locate and Print Appointment Request Page.
- The Office of Postdoctoral Affairs receives your request for processing.
- The Postdoc is notified via email to complete and update his/her Postdoc Profile.
- The following documents and actions constitute a completed Postdoc Profile:
  - Current CV
  - Updated Postdoc Profile
  - Re-certification of postdoc
  - Signed Change of Title appointment Request

**References**
- See Section 5: Appointment Request Page – for detailed instructions to print the appointment request pages.
- See Section 6: Attach Documents – for detailed instructions to upload documents to the postdoc’s profile.
- See Section 12.1: View Status of Request – for detailed instructions to check the status of a postdoc’s appointment.
11 TERMINATION

Use termination a postdoc’s appointment has ended and the postdoc is leaving Baylor College of Medicine. Review the Research Postdoc Policies regarding termination process and reasons. Terminate all postdocs in PAPS and SAP. Provide postdocs at least two months (60-days) written notice if their appointment terminates due to the following reason:

1) expiration of appointment,
2) termination for financial exigency,
3) termination for non-performance and
4) promotion.

Attach the termination or resignation letter to the postdoc’s profile.

If the postdoc resigns from the appointment 60-days written notice is not required. It is recommended that the postdoc provide a minimum of two-weeks’ notice in for rehire by BCM any time in the future.

1. Locate the Postdoc in the All Postdoc section.
2. Click on Name filter.
3. Enter Postdocs Last Name, First Name.

**Note**
- If the search does not populate your Postdoc record, click Show Past, Current and Future Appointments box.
- Repeat step #2.
4. Click on the Postdoc’s Name.
   - Postdoc’s profile opens.
5. Click Attachments.
   - Attach resignation or termination letter to the Postdoc’s profile, see Section 6: Attach Documents.
6. Return to All Postdoc’s section.
7. Select Termination from the Actions drop-down menu.
8. Complete both tabs:
   i. Alumni Profile Information
   ii. Termination Request

9. Complete all fields with information about the postdoc’s research while at BCM.

10. Check box if Research Project at BCM is Cancer Related.

12. Complete Alumni Contact Information.
   • This information is very important.
   • Please take the time to request the updated information from the postdoc.

13. Complete Termination Request.
   • Enter Date Written Notice of Termination provided to Postdoc.
   • Enter Termination Date.
   • Select Termination reason.
   • Attach supporting documents to Postdoc’s profile (e.g. letters of Termination/Resignation) – See Section 6: Attach Documents.

14. Click Submit.
Notes
• As a College who receives federal funding, BCM is required to report on outcomes of all of current and past Postdocs.
• The Office of Postdoctoral Affairs will not process the termination request if the Alumni Profile is not complete.

11.1 Termination Questions

1. Have you completed your Postdoc Profile and updated your publications?
2. What is your eraCommons’ ID Number (if available)
3. Alternate Email address
4. Topic of Research Dissertation Project
5. After leaving BCM, will you work for an Institution or Company?
6. What is the name of the Company/Institution? (Please include the Department name)
7. What type of position (Clinical Research Fellow/Resident, Research Scientist (Non-Faculty), Faculty (Tenure-Track), Faculty (Other, Instructor, Adjunct), Clinical Staff/Private Practice, Unknown, Unemployed, Other)?
8. What type of work will you conduct?
   • Further education or training
   • Teaching
   • Research
   • Administration
   • Clinical Practice
   • Law
   • Business
   • Unknown
   • Other (Please specify)
9. When will you begin this new position or training (MM/YY)?
10. Do you have a LinkedIn Profile?
11. Have you received any subsequent funding?
12. If so, please provide the following:
   • Grant Number:
   • Award Description
   • Sponsor
   • Your Role (PI, CoPI, Faculty/Collaborator, Staff Scientist)
   • Year Awarded
12 View Status, Activity Log and Current Request

The Postdoc Appointment System includes a workflow to inform all administrative users (Postdoc Admins, OPA, HR and ISO) about the Appointment Status and Pending Action of the postdoc’s appointment. Postdoc system users can view status of the Appointment Request any time by viewing the Activity List and searching by the postdoc’s name or BCM ID. The Pending Action Column will reflect one of the following statuses:

<table>
<thead>
<tr>
<th>Pending OPA Review</th>
<th>Pending ISO Review</th>
<th>Pending HR Review</th>
<th>Approved</th>
<th>Rejected</th>
<th>Final</th>
</tr>
</thead>
</table>

12.1 View Status of Request

You can view the status of the current request in the Activity Section.

- **Request type** indicates the type of request the PD Admin has initiated in the system (New appointment, reappointment, change of title, transfer, termination).
- **Current Status** indicates the last action performed in the workflow OPA Approved, ISO Approved, Approved, Rejected.
- **Pending Action** indicates the action initiated on the current request, for example, Pending OPA Review, Pending HR Review, Pending ISO Review, and Final. Final indicates that the workflow is completed.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Current Status</th>
<th>Pending Action</th>
<th>Date Certified</th>
<th>Appointment Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Reappointment</td>
<td>Pending OPA Review</td>
<td>06/28/2018</td>
<td>10/10/2017</td>
</tr>
<tr>
<td>New</td>
<td>OPA Approved</td>
<td>Pending HR Review</td>
<td>03/23/2018</td>
<td>08/17/2016</td>
</tr>
<tr>
<td>Change of Title</td>
<td>Rejected</td>
<td>Final</td>
<td>02/13/2018</td>
<td></td>
</tr>
<tr>
<td>Termination</td>
<td>Rejected</td>
<td>Final</td>
<td>03/05/2018</td>
<td></td>
</tr>
<tr>
<td>Reappointment</td>
<td>Rejected</td>
<td>Final</td>
<td>04/03/2017</td>
<td></td>
</tr>
<tr>
<td>Reappointment</td>
<td>Approved</td>
<td>Final</td>
<td>06/27/2018</td>
<td></td>
</tr>
<tr>
<td>Reappointment</td>
<td>OPA Approved</td>
<td>Pending ISO Review</td>
<td>06/15/2018</td>
<td>09/11/2017</td>
</tr>
</tbody>
</table>
12.2 View Request

View Request is to review details of completed and pending requests.

1. Go to the Actions Dropdown menu.
2. Select View Request.
12.3 View Log

View Log is to review all activity that has happened with an appointment. The activity log tracks date and time information, notes and approval and rejected decisions by PAPS users. It provides more in-depth information regarding the status of the appointment request,

1. Go to the Activity List.
2. Locate the Actions dropdown menu.
3. Select View Log.

NOTES

• Below is an example of the type of information provided in the Activity Log.

<table>
<thead>
<tr>
<th>Activity Log:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
</tr>
<tr>
<td>Action Taken</td>
</tr>
<tr>
<td>Decision Date</td>
</tr>
<tr>
<td>Decision Made By</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Pending OPA Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Taken</td>
<td>Reappointment.</td>
</tr>
<tr>
<td>Decision Date</td>
<td>Monday, June 25, 2018 @ 12:27 PM</td>
</tr>
<tr>
<td>Decision Made By</td>
<td>Leslie Coward</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

• Changes to an appointment request are not allowed at the department/clinic level after the request has been submitted/completed.
• Contact the Office of Postdoctoral Affairs to make any changes after a record is submitted for approval.
13 REPORTS

The Postdoc Appointment System has a reporting tool. Users in the Graduate School of Biomedical Sciences and the Office of Postdoctoral Affairs can create and export reports to excel.

1. Go to the Reports section.
2. Select type of Report, See Different Types of Reports for report descriptions.
   - The report opens in a new tab
3. The report can be exported in the following formats: .CSV, MS Excel or saved as a .PDF.

13.1 Types of Reports

1. All Fields Report. A report containing information from the postdoc appointment and postdoc profile.
2. Annual Report. An overview of appointments that occurred during an AY. The report contains information by department, diversity, and publication data.
3. Appointment by Department. A report of historical postdoc appointments, with limited demographic information, mentor, and contact information.
4. Department and Sections Admins. A report of current postdoc admins with contact information in PAPS.
5. New Postdocs By Year. Report provides a total of the number of new postdocs appointment in an AY.
6. Postdocs Mentors. A report of all mentors and a link to view current and historical postdocs appointments.
7. Postdocs Summary. A snapshot of current, active postdocs in PAPS.
8. Terminations. A report to search PD terminations by date range.
14 DEPARTMENT ADMINS

The Department Admins Section is available for the PAPS Administrator to update department chair and administrative staff contacts. OPA can grant new postdoctoral administrative staff access to create postdoctoral appointment requests. The names in this section will appear on the postdoctoral appointment letters.

1. Go to the Department Admins section.

2. Select Department.
   - If there is subsection, select Section from drop down.
   - If needed, update Chair or Center Director of the Department.

3. Click Add New Admin.
4. Enter Admin’s ECA.
   - The ECA can be found on the BCM Intranet under Find a Person

5. Click Go.

6. Enter Telephone Number.

7. Check Use On Appointment Letter if the postdoc administrator will be added to the appointment letter.

8. Click Submit.

14.1 Edit and Remove PD Admins

14.1.1 Edit Department Admin Contacts

1. Click the edit button to update Postdoc Admins contact information.
2. Click Submit to save changes.

14.1.2 Remove Department Contacts

1. Click the Remove button to delete Postdoc Admins contact information.
2. Click Submit to save changes.
15 Application Security

Application Security provides different access levels to PAPS. Application Security allows you to update Administrator Security users in the four different roles the Postdoc Appointment system has the following Security User Roles:

- Office of Postdoctoral Affairs – OPA Administrator
- International Services Office - ISO Administrator
- BCM Human Resources – HR Administrator
- The Graduate School of Biomedical Sciences – Security Administrator

1. Go to the Application Security section.

2. Select User Role from the drop down.

3. Enter ECA.

4. Click Add User.