**Revised Postdoctoral Scholars (Postdoc) Billings for 2011**

If your department needs to revise benefits costs for 3253 Stipend Fellows and 3254 Direct Paid Postdoctoral Scholars who are set up for billing through the Campus Accounts Receivables System (CARS) you will need to take the following actions.

Department Administrators will need to work with Principal Investigator’s (PI) and Postdocs to set up a new billing agreement. In the future this should be done during the Open Enrollment period due to the fact that billing is done in advance. Billings for 2011 will be adjusted prospectively according to the new Premium Payment Description Form.


- Talk with PI about the Postdoctoral Scholars current billing agreement to see if they want to revise it for 2011.

- After talking with the PI, meet with the Postdoc to discuss the new billing arrangement. It is important you discuss this with your Postdoc **before** adjusting the billing arrangement.

- Once the form is received in the HR Benefits unit, Shirley Silveira will work with Payroll to set up the new billing agreement on a prospectively basis.

- If you separate a Postdoc who is set up for monthly billing, you must contact Shirley Silveira in the HR Benefits Unit to cancel the monthly billing. If you do not cancel billing benefits costs will continue to be charged to the department’s chart-string until the billing is canceled. Please cancel billing at the same time you separate your Postdoc in HCM.

- If you have question about the process, please contact Shirley Silveira at 2-1623 or [sas@berkeley.edu](mailto:sas@berkeley.edu)