

## Postdoctoral Scholars – PPS OEU Instructions

### EPER

**Benefits Eligibility—all appointees:**

BELI =P

**Bargaining Unit Codes—Working in California:**

Employee Relations Code= E

Employee Relations Unit= PX

Employee Unit Code= PX

Employee Representation Code= C

**Bargaining Unit Codes—Not Working in California:**

Employee Relations Code= G

Employee Relations Unit= 99

Employee Unit Code= PX

Employee Representation Code= U

### EALN

Income Code= Enter 15 for Non-Residents in TC 3253- Fellow or 3254-Paid Direct, otherwise leave blank.

### EAPP

**Examples:**

**\*\*\*EXAMPLE #1: Postdoctoral Scholar—Employee\*\*\***

**Appointment #10**

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3252	1.00 for full-time; prorate for part-time	F	Full-time equivalent annual rate	A	MO	R	N

**Distribution #11**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Funding source FAU and cost center	Funding percent	Funding dist begin	Funding dist end	blank	Full-time equivalent monthly rate	REG

**\*\*\*EXAMPLE #2: Postdoctoral Scholar—Fellow\*\*\***

**Appointment #10**

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3253	1.00 for full-time; prorate for part-time	F	Full-time equivalent annual compensation from fellowship	B	MO	R	N

**Distribution #11**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Fellowship FAU and cost center	blank	Funding dist begin	Funding dist end	blank	Actual monthly amount of fellowship	FEL for foreign nationals; FEN for US citizen/resident

**\*\*\*EXAMPLE #3: Postdoctoral Scholar—Paid Direct\*\*\***

**Appointment #10**

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3254	1.00 for full-time; prorate for part-time	F	blank	Blank	MO	W	N

**Distribution #11**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Suspense account FAU and cost center	Funding percent	Appt start date	Appt end date	blank	blank	PDW

**Appointment #20--** *This second concurrent appointment captures the value of the external compensation for the purpose of calculating dues deductions on a monthly basis. Dues may be collected by the UAW directly from the appointee.*

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3254	1.00 (do not prorate)	F	Annual compensation from outside agency	B	MO	E	N

**Distribution #21**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Suspense account FAU and cost center	blank	Appt start date	Appt end date	blank	Actual monthly compensation from outside agency	PDE

**\*\*\*EXAMPLE #4: Postdoctoral Scholar—Paid Direct with UC Supplement\*\*\***

*In this example, the postdoc's external salary was not sufficient to meet the required minimum for his years of experience, so his faculty mentor supplemented his salary with discretionary funds. Of the total compensation, 95% is coming from the external agency and 5% is coming from the UC fund, and the appointee is understood to be employed full-time (100% effort) for the outside agency. Accordingly, supplements may only be paid with appropriate fund sources. PPS will give a Warning error message that the sum of all appointments exceeds 100% but will not reject the entry. If possible, dues will be deducted from the appointee's paycheck. If the paycheck is not sufficient to cover the deduction, dues may be collected by the UAW directly from the appointee.*

**Appointment #10**— The %Full and Dist% should reflect the portion of the appointee's total compensation which is provided by the outside agency. For a full-time appointee, appointment 10 and appointment 30 should add up to a %Full of 1.00. For a part-time appointee, they should add up to the prorated percent.

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3254	0.95	F	Blank	Blank	MO	W	N

**Distribution #11**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Suspense account FAU and cost center	0.9500	Appt start date	Appt end date	blank	blank	PDW

**Appointment #20**— This second concurrent 3254 appointment captures the value of the external compensation for the purpose of calculating dues deductions on a monthly basis.

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3254	1.00 (do not prorate)	F	Annual compensation from outside agency only	B	MO	E	N

**Distribution #21**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Suspense account FAU and cost center	blank	Appt start date	Appt end date	blank	Actual monthly compensation from outside agency only	PDE

**Appointment #30--** The %Full and Dis% should reflect the portion of the appointee's total compensation which is provided by the UC. For a full-time appointee, appointment 10 and appointment 30 should add up to a %Full of 1.00. For a part-time appointee, they should add up to the prorated percent.

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3252	0.05	F	Full-time equivalent annual rate from outside agency and UC supplement combined	A	MO	R	N

**Distribution #31**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Supplement FAU and cost center	Funding percent	Funding dist begin	Funding dist end	blank	Full-time equivalent monthly rate from outside agency and UC supplement combined	REG

**\*\*\*EXAMPLE #4: Postdoctoral Scholar—Fellow with UC Supplement\*\*\***

*In this example, the postdoc's fellowship only covers a portion of the salary she negotiated at the time of hire, so the hiring department is paying the other portion of her salary with discretionary funds. Of her total compensation, 80% is coming from the fellowship fund and 20% is coming from the department's supplement fund, and the appointee is understood to be employed full-time (100% effort) toward the project for which she received the fellowship. Accordingly, supplements may only be paid with appropriate fund sources. PPS will give a Warning error message that the sum of all appointments exceeds 100% but will not reject the entry.*

**Appointment #10**— The %Full should reflect the portion of the appointee's total compensation which is provided by the fellowship. For a full-time appointee, appointment 10 and appointment 20 should add up to a %Full of 1.00. For a part-time appointee, they should add up to the prorated percent.

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3253	0.80	F	Full-time equivalent annual compensation from fellowship and supplement combined	B	MO	R	N

**Distribution #11--** The Amount entered here on the distribution is what will pay; it will not be prorated by the percent on appointment #10.

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Fellowship FAU and cost center	blank	Funding dist begin	Funding dist end	blank	Actual monthly amount of fellowship only	FEL for foreign nationals; FEN for US citizen/resident

**Appointment #20 --** The %Full should reflect the portion of the appointee's total compensation which is provided by the supplemental fund source. For a full-time appointee, appointment 10 and appointment 20 should add up to a %Full of 1.00. For a part-time appointee, they should add up to the prorated percent.

Typ	Bas/PdOv	Appt Beg	Appt End	Title Code	%Full	F/V	Ann/Hr Rate	Rt	Sch	Time	Lv
5	11/12	Start Date	End Date	3252	0.20	F	Full-time equivalent annual compensation from fellowship and supplement combined	A	MO	R	N

**Distribution #21**

FAU	Dis%	Pay Begin	Pay End	Step, o/a	Rate/Amount	DOS
Supplement FAU and cost center	0.2000	Funding dist begin	Funding dist end	blank	Full-time equivalent monthly rate from fellowship and supplement combined	REG