AUSS-C Zoom Q & A
February 8, 2024, 1:30pm
2nd Thursday, monthly

Postdoc Assignments—what AUSSC needs

Job Code	Description	Comp Rate	FTE	Notes
3252	Postdoctoral Scholar –Employee	annual salary	Varies	Comp Rate is the **Total Annual Salary** for either 100% Postdoc Employee or PX Employee Supplements. FTE is 100% or the % required to achieve Experience Level salary minimum for supplemental appointments. May be reduced when Postdoc holds a LECT assignment.
3253	Postdoctoral Scholar –Fellow **ONLY**	annual salary	100%	UCD manages the fellowship funds. The Postdoc IS PAID through UCPath.
3254	Postdoctoral Scholar –Paid Direct **ONLY**	annual salary	100%	Awarding agency pays the Postdoc directly. The Postdoc IS NOT PAID through UCPath. The assignment allows for Postdoc benefits, UC affiliation, and Experience Level tracking.
3256	Interim Postdoctoral Scholar –Employee	annual salary	100%	UC graduate students who recently obtained their PhD degree and need a short-term appointment to complete an existing project. Assignments are less than one year.
3255	Postdoctoral Scholar –Employee **NEX**	hourly rate	~55% or less	Employee reports their hours Biweekly in TRS. FLSA Status is Nonexempt. For Academic Appointments, assignments must meet a threshold of $35,568 per year or $684 per week to qualify for Exempt status.

When the Fellow or Paid Direct amount does not meet the Experience Level salary minimum there must be a coordinating JC 3252 supplement to issue the salary minimum. In these instances, we need the **monthly comp rate** amount for the Fellow or Paid Direct.

Job Code	Description	Comp Rate	FTE	Notes
3253	Postdoctoral Scholar –Fellow **+ PX Scholar –Employee supplement**	**MONTHLY Fellow** payment	Varies	**FTE** = MONTHLY fellow payment / Experience Level salary minimum. Total FTE of the two assignments must equal 100%. FTE will not adjust the monthly rate paid for the 3253 job. Provide the exact monthly fellowship payment.
3254	Postdoctoral Scholar –Paid Direct **+ PX Scholar –Employee supplement**	**MONTHLY Paid Direct** payment	Varies	**FTE** = MONTHLY paid direct payment / Experience Level salary minimum. Total FTE of the assignments must equal 100%. FTE will not adjust the monthly rate paid for the 3254 job. Provide the exact monthly direct paid payment.

Postdoc Experience Levels Updates

Current PX Bargaining Agreement is effective through September 30, 2027

Once a year, Postdocs progress to the next **Experience Level** and the next Experience Level salary minimum, or receive a rate increase of at least 3%, whichever is greater.

Increases for the cohort are processed in **April & October**. Timing depends on the Postdoc's Anniversary Month.

Postdoctoral Scholar –Employee
Level and Salary increases occur automatically in UCPath.

These assignments require attention & manual actions. Department submits a case for UCPath updates to ensure postdocs receive the correct minimum salary for their Experience Level.

Postdoctoral Scholar –Fellow

Postdoctoral Scholar –Paid Direct

Combination **Fellow or Paid Direct + Postdoctoral Scholar–Employee Supplement**

Departments must determine the appropriate percentage split for the jobs based on Fellowship or Paid Direct salary and **submit Job Changes cases via AggieService with new FTEs and salary rates**

Postdoc Anniversary Date & Job End Date

Original UC Postdoc Hire Date = Anniversary Date

Anniversary Date tells UCPath when to update Postdoc leave balance allotments

The anniversary date must be updated every year **before it expires** to ensure accruals are granted

Job Changes case before 15th of anniversary month for Postdoc leave to load on time

Example: If an appointee is hired under a Postdoc job with an effective date of February 1, 2023, the date entered in the Postdoc Anniversary Date field is February 1, 2024. Update the anniversary date to reflect February 1, 2025, prior to the Employee Data Change date for the February 1, 2024, paycheck date. See UCPath Payroll Processing Schedule: Employee Data Change date.

Leave balance allotments for Postdoc appointments are based on length of appointment, not FTE

Expected Job End Date = end date of the current PX appointment

This is a challenge for about 10% of our postdoc cohort where Anniversary Date doesn't align with Expected Job End Date. The system looks at the Expected Job End Date at the time of the anniversary accrual load and only loads a portion of the hours due.

Example: Postdoc Anniversary Date is 08/01/2024. Job Expected Job End Date in system is 08/31/2024. Anniversary is updated to 03/01/2025 during the month of February 2024. At accrual processing, the system will notice the new 2025 anniversary date, it will also see the Expected Job End Date the six months in the future, the system will only load half of the Postdoc's leave allotments.

What if there is a mismatch between Job End Date & Anniversary Date?

In the Job Changes case for Anniversary update, please alert the processor that there is a date mismatch & mention that postdoc leave accruals will need manual handling. We will try to watch for this closer now that we are aware of this issue.

When Grad Studies requests Postdoc corrections

Submit a Job Changes case that identifies the updates requested by Grad Studies.

Clearly provide the information required for the changes. For example: calculate the percentage (FTE), provide fellow, paid direct or above minimum salary rates; include Experience Level information. Please don't only copy & paste the request from Grad Studies and expect the AUSSC processor to figure out the details.

Please don't use Report a Problem cases. Why?

- Anyone on campus can submit a Report a Problem case. We should only be changing employee information in UCPath from cases submitted by a department authorized AggieService Case submitter.

- Report a Problem cases don't require an Affected Employee Name when the case is created. We must have an Affected Employee Name associated with any case that will make changes to employee information.

It's okay to submit a Report a Problem case when you identify that a processor made an entry error on a closed Job Changes/Additional Employment case. *Why?* We have the previous case to refer to with all the correct information provided.

If the "problem" is that the department made an entry error in a closed Job Changes/Additional Employment case, please submit a new Job Changes case to clearly identify the new correct employee information.

AUSSC Funding Entries

Reviewing MOU because of the confusion that resulted from closing some Winter 2024 cases. Processors followed AUSSC Management guidance in January when closing cases without entering funding when there was no Aggie Enterprise COA funding string provided in the case. If no COA string was provided, departments needed to process their own Funding Entry.

AUSSC enters funding information when there is an onboard, rehire or other job changes.

Types of cases where AUSSC enters funding

- Onboarding for academic, staff and student
- Additional Employment
- Job Changes (including return from SWB)

If there is no personnel data that needs to be changed in UCPath, and the department would like to change or update the funding on a position, the department processes a Funding Entry transaction.

Service Dates vs Payroll Dates

Associate Instructors, Graduate Student Researchers and Teaching Assistants

When submitting Aggie Service cases please include the payroll period begin date and payroll period end dates to ensure the correct pay & fee remissions

Quarterly Readers and Tutors

Use the actual start date when they are working. They can begin on their service date, but their end date must be the end of the payroll quarter. For example, their payroll period can be 1/5/24-3/31/24 but can **NOT** be 1/5/24-3/22/24, per Grad Studies to ensure their fee remission

Grad Studies: https://grad.ucdavis.edu

QTR-ASE	Begin Service Period	End Service Period	Begin Pay Period	End Pay Period
Fall	9/25/2023	12/15/2023	10/1/2023	12/31/2023
Winter	1/5/2024	3/22/2024	1/1/2024	3/31/2024
Spring	3/28/2024	6/13/2024	4/1/2024	6/30/2024

SCHOOL OF LAW-Semester Readers & Tutors may use the service period for the start and end date of their assignment if they are biweekly/hourly. For example, 1/8/24-5/9/24, is acceptable.

Reader & Student Asst time recording

Reminder, effective 10/1/23, Readers/Student Assistants will not load into TRS if the student has another position such as GSR/TA/AI due to different unions (such as BX and BR). AUSS-C processors will notify departments via case submissions when this occurs.

Readers/Student Assts will need to submit approved paper monthly timesheets to the department.

Department will need to submit approved paper monthly timesheet thru Aggie Service for processing by **the 15th of each month in order to pay on the following Monthly Paycheck**

Readers & Student Assts and Pay Frequency

If a student **only** has a Reader or Student Assistant position, then they will be paid biweekly. As an hourly employee, they will be paid every other Wednesday if they submit their TRS timesheet on time.

If an employee is a Reader or Student Assistant **AND** a Teaching Assistant, Associate Instructor, or Graduate Student Researcher then the student will be paid monthly for both assignments.

For exact pay dates, please refer to the current calendar on
https://financeandbusiness.ucdavis.edu/finance/payroll-services/ee-resources/calendars

Leave of Absence –vs- Short Work Break

Leave of Absence

- Employee is active in UC Path

- Employee **HAS A CURRENT JOB**

- On an approved paid/unpaid leave (example: medical, family care, sabbatical or work authorization expired)

- Employee's benefits continue

- FTE is not changed. If partially paid, it is entered on back end by Path

Short Work Break (SWB)

- Employee is active in UC Path

- Employee **DOES NOT** have a current job

- Employee is not working

- Employee does not have benefits in most situations (except for example: benefit bridging for some lecturers)

- SWB stops all pay for that particular job/empl record

When an employee is on a leave, job data should not be touched