

# APM 390: Postdoctoral Scholars

Guidelines & procedures for the appointment of UCLA postdoctoral scholars in the Personnel/Payroll System

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Office of Postdoctoral & Visiting Scholar Services

# Outline

- APM 390: Policy reminders
- Employment paperwork
- Postdoctoral Scholar Benefits Plan (PSBP) enrollment
- Postdoctoral titles & title codes
- Postgraduate Researcher appointments
- The Postdoc Bundle
- Payroll codes
- PSBP Contributions
- Supplementation
- Implementation Schedule

# APM 390: Policy Provisions

- 390-17: Appointment terms
- 390-18: Salary & Stipend Levels
- 390-19: Full-time effort - 100% requirement
- 390-21: Notices of appointment
- 390-25: Annual reviews
- 390-40, -45 & -50: Grievances, Layoffs & Terminations
- 390-60, -61: Sick Leave & Time-off
- 390-75: Retirement

# Employment Paperwork

- The following forms will have to be collected from all scholars before the appointment is processed in the system.
- Forms are available online at:  
<http://www.payroll.ucla.edu/forms/formsfrm.htm>

I-9

UPAY 585

UC W4 or  
W4-NR

UPAY 830

UC W8-Ben  
(NR)

U5605

# Postdoctoral Scholar Benefits Plan Enrollment (UC PSBP)

- As part of the hiring process, the scholar will need to complete the online enrollment & beneficiary forms to secure the PSBP coverage.
- The online forms are accessed via: <http://www.garnett-powers.com/postdoc/enrollment.htm>
- Once completed, the scholar prints the forms and submits to the department for processing in the PPS.
- Once processed, both forms should be mailed to the CHR benefits representative.

# Postdoctoral Scholar Titles & Title Codes

Payroll Title	Title Code	DOS Code	Income Type	Benefits Eligibility
Postdoctoral Scholar – <b>Employee</b>	3252	REG	Wages	UC PSBP
Postdoctoral Scholar – <b>Fellow</b>	3253	PDW	Stipend: Scholarship/ Fellowship	UC PSBP
Postdoctoral Scholar – <b>Paid Direct</b>	3254	PDW	No UCLA income	UC PSBP
Postgraduate Researcher <b>PHASE-OUT</b>	3240	REG	Wages	UC Staff & Faculty H&W

# Postgraduate Researchers (PGR)

- The Postgraduate Researcher title (TC 3240) is being retired as of January 1, 2005.
- Only those postdoctoral scholars who were appointed in this title code prior to January 1, 2005, which qualifies them for UC Staff & Faculty H&W benefits, may continue and be reappointed in title code 3240.
- All existing PGR “supplements” for 3253/54 categories, which exclude the appointee from eligibility for UC Benefits, must be moved to the 3252 title code effective January 1<sup>st</sup>.

# Postgraduate Researchers (PGR)

- The provisions of APM 390 apply to Postgraduate Researchers, as well, with the exception of:
  - 390-60: Sick Leave
  - 390-61: Time-off
  - 390-76: Benefit Plans
- All other provisions apply.
- Note, however, that payroll coding will not change for the PGR 3240 title.

# PHIR: The postdoc bundle

EEID	Employee Identification	ECHK	Check/Surepay Distribution
EADD	Address Information	EAPP	Appointment & Distribution
EPD1	Employee Personal Data	EPER	Personnel Miscellaneous
EALN	Alien Information	EINS	Insurance Enrollment
EPD2	Employee Personal Data 2	EDEP	Dependent Data
ETAX	Tax Information	EUCI	Insurance Charging

# EEID: Employee Identification

- The employee identification screen is used to enter the postdoctoral scholar's full name (as it appears on the SSN card) and date of birth.
- The University Identification Number (UID) will be assigned if the scholar was not already assigned one as a former student or former employee of UCLA.

PPEEID0-E1253

EDB Entry/Update  
Employee Identification

SHIR 11/16/04 16:41:12  
Userid: USKRC

Employee ID : 303350367  
SSN : 539111111  
First Name : A.  
Middle Name : POSTDOCTORAL  
Last Name : SCHOLAR  
Suffix :  
Result : SCHOLAR,A. POSTDOCTORAL

Date of Birth : 010169  
Intercampus Transfer:

Next Func: ID: Name: SSN:

U0001 Input accepted

===>

F: 1-Help 2-Jump 5-Cancel  
F: 9-Update 11-NextFunc

# EADD: Address Information

- The employee address data screen is used to enter the postdoctoral scholar's home and campus addresses.
- If inputting a foreign address, please use the proper format and include complete address information, including province codes for Canadian residents and postal codes for all countries.

PPEADD0-E1302

EDB Entry/Update

SHIR 11/16/04 16:44:15

Employee Address Data

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat:

Pri Pay:

Permanent Address Line 1: 1111 STATE STREET

Line 2:

City: LOS ANGELES

State: CA Zip: 90000

Foreign Addr Ind: Prov:

Country:

Postal Code:

Home Phone: 3105556789

Spouse Name:

Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N

Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: RESEARCH LABORATORY

Line 2: 33-333 CHS

City: LOS ANGELES

State: CA Zip: 90095

Campus Phone 1: 3102067890

Mailcode: 144444

Next Func:

ID:

Name:

SSN:

U0001 Input accepted

==>

F: 1-Help

2-Jump

5-Cancel

F:

9-Update

10-PrevFunc 11-NextFunc

PPEADD0-E1302 EDB Entry/Update 11/19/04 15:20:40  
11/16/04 17:03:57 Employee Address Data Userid: USKRC  
ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MD

Permanent Address Line 1: 123 QUEEN VICTORIA STREET

Line 2:

City: VANCOUVER State: Zip:

Foreign Addr Ind: F Prov: BC Country: CA

Postal Code: 12121

Home Phone: 3105556789 Spouse Name:

Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N

Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: RESEARCH LABORATORY

Line 2: 33-333 CHS

City: LOS ANGELES State: CA Zip: 90095

Campus Phone 1: 3102067890 Mailcode: 144444

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Jump 5-Cancel

F: 9-Update

# EPD1: Employee Personal Data

- The employee personal data 1 screen is used to input gender, ethnicity, veteran/disability status, citizenship and student status information.
- If the appointee is a non-citizen, you must complete the EALN screen, which follows.
- Student status should be entered as "1," since all postdoctoral scholars are considered non-degree candidates.

PPEPD10-E1450

EDB Entry/Update

SHIR 11/16/04 16:45:38

Employee Personal Data 1

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat:

Pri Pay:

Date of Birth: 010169

Sex: M

Ethnic: F

Veteran Status Codes - Vietnam: N War/Campaign: Disability: N

Recently Separated Veteran Date:

Disabled Status:

Citizenship: C

Student Status: 1 No. of Reg. Units:

Next Func: ID: Name: SSN:

U0001 Input accepted

===>

F: 1-Help 2-Jump 5-Cancel

F: 9-Update 10-PrevFunc 11-NextFunc

# EALN: Alien Information

- The alien information screen is used to input U.S. non-resident alien information, including visa status, date of entry and country of citizenship.
- The Payroll Office will be responsible for determining tax treaty eligibility for all titles entered on EDB.
- For the 3253 appointees, a UC W8-Ben with a copy of the I-94 and the fellowship tax treaty packet, if applicable, must be submitted with the fellowship award transmittal to the Graduate Division.

# EALN: Alien Information for Title Code 3252

- Required forms relevant for wage payments:
  - UC W8-Ben with I-94 and DS-2019, I-20 or I-797
  - Tax Treaty Statement – Income Code 19 with Form 8233
- Tax treaty eligibility takes effect 10 days after Payroll Services remits forms to the IRS.
- The departmental EDB Preparer will be contacted by Mike Sattin regarding appropriate tax treaty coding for the EALN screen.

# EALN: Alien Information for Title Codes 3253 & 3254

- Required forms relevant for PDW appointment:
  - UC W8-Ben with I-94 and DS-2019, I-20 or I-797
  - Tax Treaty Statement – Income Code 15
- Tax treaty eligibility takes effect immediately after Payroll Services has reviewed and approved documentation.
- The departmental EDB Preparer will be contacted by Mike Sattin regarding appropriate tax treaty coding for the EALN screen.

PPEALN0-E1379

EDB Entry/Update

SHIR 11/16/04 16:47:55

Alien Information

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL

Emp Stat:

Pri Pay:

Citizenship: C Country of Residence: U.S. Date of Entry:

Visa Type : Work Permit End Date:

Tax Treaty Income Code : Alt Tax Treaty Income Code:

Article Number: Retirement System Code:

End Date : FICA Eligibility Code:

Income Limit : Ret FICA Derive:

Federal Tax Marital Status: Allowances: 0

Maximum Withholding: 0 Additional Fed Withholding:

Addl Fed Nonres Alien Tax :

Calif. Tax Marital Status: Allowances: 0 Itemized Deductions: 0

Maximum Withholding: 0 Additional CA Withholding :

Non-UC Health Exp : Non-Resident Alien Tax Form Indicator:

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Jump 5-Cancel

F: 9-Update 10-PrevFunc 11-NextFunc

# EPD2: Employee Personal Data 2

- The employee personal data 2 screen is used to input oath & I-9 signature dates and education level codes.
- All postdoctoral employees, fellows and paid-directs must complete all hiring documents.
- Education level: D; indicate last two-digits of year degree was awarded.
  - Please keep in mind the policy permitting no more than ten years since awarding of the degree.

PPEPD20-E1529

EDB Entry/Update

SHIR 11/16/04 16:49:1

Employee Personal Data 2

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat:

Pri Pay:

Oath Signature Date: 112204

I-9 Date: 112204

Education Level Code: D

Education Level Year: 04

Non-UC Prior Service Code:

Prior Service Months:

Prior University Service Institution Code:

Employment Service Credit:

Employment Service Credit From Date:

Current Specialty Code:

Highest Degree Specialty Code:

Highest Degree Institution Code:

Next Func: ID: Name: SSN:

U0001 Input accepted

==>

F: 1-Help 2-Jump 5-Cancel

F: 9-Update 10-PrevFunc 11-NextFunc

# ETAX: Tax Information

- The tax information screen is used to input withholding allowances taken from the scholar's W-4, or W-4 NR.
- W-4/W-4 NRs need to be collected from all three categories of postdoctoral scholar.

PPETAX0-E1407

EDB Entry/Update

SHIR 11/16/04 16:50:04

Tax Information

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: Pri Pay:

Federal

Tax Processor ID :

Marital Status :

W-4 Process Date :

Personal Allowances : 000

DE4 Process Date :

Maximum Withholding : 000

Addl Fed Nonres Alien Tax :

California

Marital Status :

Personal Allowances : 000

Itemized Deductions : 000

Maximum Withholding : 000

Addl Fed Tax Withholding :

Other State Tax CA Res :

Addl CA Tax Withholding :

Current OS Gross Name :

Other State Gross Name 1:

Earned Inc Credit Status :

Other State Gross Name 2:

EIC YTD Payments :

Other State Gross Name 3:

Earnings Limit :

Other Local Tax Ind :

SSN: 539111111

Next Func: ID: Name: SSN:

==>

F: 1-Help

2-Jump

5-Cancel

F: 9-Update 10-PrevFunc 11-NextFunc

# ECHK: Check/Surepay Disposition

- The check/surepay disposition screen is used to indicate disbursement of monthly salary via electronic deposit or mail.
- The 3253 postdoctoral fellow category should complete the Bruin Direct application for electronic deposit of their monthly stipends, which is processed through the Main Cashier's.

PPECHK0-E0875

EDB Entry/Update

SHIR 11/16/04 16:51:21

Check/Surepay Disposition

Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat:

Pri Pay:

Check Disposition : -

Surepay Bank Table Key :

Checking/Savings Indicator:

Bank Account Number :

Bank Account Format :

Prenote Indicator:

Prenote Cycle/Date:

Next Func:

ID:

Name:

SSN:

===>

F: 1-Help

2-Jump

5-Cancel

F:

9-Update

10-PrevFunc

11-NextFunc

# EAPP: Appointments & Distributions

- The appointment and distribution screen is used to input the appointment type and funding mechanisms.
- The 3252 employee title is set up with regular pay (REG DOS code).
- 3253/54 titles must be set up with a with-out salary appointment (PDW DOS code).
- When processing existing 3253/54 appointments with begin dates before 1/1/05, input 12/1/04 as the PPS appointment begin date, which is required in order to capture them in the January enrollment file and complies with I-9 form regulations.

# Payroll System Coding

Data Field	Value	Translation
Appointment Type	5	Academic
Appt. Basis/Pd Over	12/12	
% Time	1.00	100% time
Pay Schedule	MO	Monthly
Time Reporting	W	No timesheet
Leave Accrual	N	No vacation or sick leave accruals

PPEAPP0-E1595 EDB Entry/Update 11/19/04 12:30:46

11/16/04 17:03:57 Appointments/Distributions Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MO

PAF Gen No: 1 Page 1 of 2

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept	FLSA
10			5	12		12	112204	112105		530000	1

Title	Grade	%Full	F/V	Ann/Hr	Rate	Rt	Sch	Time	Lv
3253 POSTDOC-FELLOW		1.00	F				MO	W	N

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
11		4	407610	5A	19900		2 DEAN-GRADUATE DIV/STUDE		

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
112204	112105					PDW		

Dist	Actions	L	Acct	CC	Fund	PC	S	FTE	Dis %
------	---------	---	------	----	------	----	---	-----	-------

Pay Begin	Pay End	Step	O/A	Rate/Amount	DOS	PRQ	DUC	WSP
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Next Func: ID: Name: SSN:

U0001 Input accepted

===>

F: 1-Help 2-Jump 5-Cancel

F: 8-Forward 9-Update

# EPER: Personnel Miscellaneous

- The personnel miscellaneous screen is used to input the benefits eligibility indicator (BELI) code, which for titles 3252 – 54 is "P."
- It is also used to indicate date of hire and the employee relations code, which for all postdoctoral titles is "E" and translates into "All others – not confidential."

PPEPER0-E0943 EDB Entry/Update 11/19/04 10:21:30  
11/16/04 17:03:57 Personnel-Miscellaneous Userid: USKRC  
ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MO

Assigned BELI: P Derived BELI : U Effective Date: 112204  
BELI Status Qualifiers: Primary: Date: Secondary: Date:  
Date of Hire : 112204 Original Hire Date:  
Employee Relations Code : E Employee Relations Unit:  
Probationary Period End Date :  
Next Salary Review Date : Next Salary Review Type: 0  
Merit Rate Increase Percent :  
Home Department : 530000 GRADUATE DIVISION  
Primary Title Code : 3253 POSTDOC-FELLOW  
Employee Unit Code : Employee Representation Code : \*  
Employee Special Handling Code: \* Employee Distribution Unit Code:  
Job Group ID : 999  
Alternate Department Code :  
Academic Programmatic Unit Cd :

Next Func: ID: Name: SSN:

===>  
F: 1-Help 2-Jump 3-PrevMenu  
F: 9-Update 12-Exit

# EINS: Insurance Enrollment

- The insurance enrollment screen is used to enter the medical, dental and vision plan selections. 3252-54 are only eligible for the UC PSBP H&W Plans.

- EINS:

Plan	PPS Code
Medical HMO	P1
Medical PPO	P2
Dental HMO	P3
Dental PPO	P4
Vision	P5

PPEINS0-E1440 EDB Entry/Update 11/22/04 16:16:27

11/16/04 17:03:57 Insurance Enrollment Userid: USKRC

ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MD

Assigned BELI: P Derived BELI: U Effective Date: 112204

BELI Status Qualifiers: Primary: Date: Secondary: Date:

CURRENT ENROLLMENTS

	Plan	Cov	Eff Date	End Date	Opt Out	BRSC
Medical	P1		112204			
Dental	P3		112204			
Vision	P5		112204			

Legal

Future Enrollment Pending: NO State Dom Part Dec: Contribution Base:  
Cov Eff Date BRSC

AD&D Prin Sum: Coverage :

Disability Wait Per: Salary Base:

Supplemental Life : Salary Base:

Dependent Life Plan:

Basic Life : Salary Base:

Insurance Reduction Code :

Next Func: ID: Name: SSN:

==>

F: 1-Help 2-Jump 3-PrevMenu

F: 9-Update 12-Exit

# EDEP: Dependent Data

- The dependent data screen is used to identify eligible dependents for enrollment in the postdoctoral scholar benefits plan.
- Include name, relationship, gender, SSN and date of birth for each eligible dependent.

PPEDP0-E1595 EDB Entry/Update 11/22/04 16:19:19  
11/16/04 17:03:57 Dependent Data Userid: USKRC  
ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MO  
Page 1 of 1

NO	Dependent Name	Relationship	Sex	SSN	Deenrol CTL	Birth Date	Coverage Effective/End Dates	Medical	Dental	Vision	Legal
51	Scholar	Wife Of	F	539111112		010170	112204				
52	Scholar	Baby Boy	M	539111113		010204	112204				

Next Func: ID: Name: SSN:

===>  
F: 1-Help 2-Jump 3-PrevMenu  
F: 9-Update 12-Exit

# EUCI: PSBP Charging

- For 3253/54 categories, charging for the health insurance premiums will be done through EUCI.
- Departments specify the amount in percentages to charge to departmental full accounting units.
- PPO deductions, voluntary long-terms disability coverage and instances where the 3253/54 has agreed to pay a portion of their own premiums, will be set up centrally through the CHR benefits office.
- Once the scholar pays the monthly bill, the departmental FAU will be credited.

PPEUCI0-E1138 EDB Entry/Update 11/19/04 10:24:27  
11/16/04 17:03:57 University Contribution Ind. Userid: USKRC  
ID: 303350367 Name: SCHOLAR,A. POSTDOCTORAL Emp Stat: I Pri Pay: MO

Leave of Absence - Begin Date: Return Date: Type: Status:

Univ. Cont. Ind. - Begin Date: 112204 End Date: 112105 Code:

Benefit Accounts: (Location/Account/Cost Center/Fund/Project Code)

L	Acct	CC	Fund	Proj	%	L	Acct	CC	Fund	Proj	%
4	407610	SY	33445		0.92	4	407610	2Y	09549		0.08

Next Func: ID: Name: SSN:

===>

F: 1-Help 2-Jump 3-PrevMenu  
F: 9-Update 12-Exit

# PSBP: University contributions

- For the 3252 employee category, 100% of the premium must be paid by the sponsoring department, with the exception of PPO medical enrollments, which have varying contribution levels depending on the number of enrolled dependents (30/60/60/90).
- For the 3253/54 categories, the level of department contribution may vary, but the University encourages the recommended contribution levels where funding permits.
- Over time, departments are encouraged to build the University-paid contribution of benefits premiums into their budgets so that all three groups will have a uniform level of contributions.

# PSBP: Required University Benefit Contributions

- The following benefits require 100% University contribution on behalf of all postdoctoral scholars, including employees, fellows and paid-directs:
  - Workers Compensation (\$29.89/month)
  - Life Insurance, including AD&D (\$4.20/month)
  - Short-term Disability (\$12.09/month)
  - TOTAL: \$46.18
- The postdoctoral scholar CANNOT be required to personally pay any of the costs of these benefits.

# PSBP: NIH T32/F32 allowable charges

- The NIH T32 & F32 grants will not permit charging of the Life/AD&D (\$4.20) and Worker's comp assessments (\$29.89) of the UC PSBP.
- Another fund source will have to be identified in the EUCI screen to cover these expenses.
- Example: a trainee with self-only HMO coverage will cost \$305.01, of which \$34.09 (or 8.95%) needs to be charged to an unrestricted source.

# Supplementation

- The UC is still in discussion as to how additional compensation (“supplements”) will be paid to postdoctoral fellows, trainees & paid-directs.
- The two options are:
  - To enter the 3253/54 appointment as 100% with the additional compensation paid under the 3252 title code under a by-agreement (BYA) DOS code;
  - Or to process so that the sum of the two appointments equals 100%.
- More information will be distributed to the postdoctoral appointment administrators as soon as it becomes available.

# Graduate Division Appointment

- Upon completion of the EDB Appointment, please complete the postdoctoral appointment packet, including the notice of appointment, and submit it to Anna Guzman in the Graduate Division's Office of Postdoctoral & Visiting Scholar Services.

# Implementation Schedule

- 11/18/04: Bundle installed in PPS
- Week of 11/22: Departments can begin entering appointment and distribution information into PPS
- 12/1: Install benefits screens
- 12/2 – 8: Departments can enter benefits information
- 12/8: Benefits data sent to UCOP \*

\* barring any unforeseen problems or delays ...

# Still to come ...

- By Spring 2005, the Graduate Division expects to have a revised/condensed postdoctoral scholar appointment process.
- In the meantime, we will collect appointment information utilizing the current process in order to assess which data elements we will continue to collect outside of PPS.
- An administrator handbook will also be made available in the near future.

# Contacts

## ■ Postdoctoral Appointments

- |                          |             |          |
|--------------------------|-------------|----------|
| – Kyle Cunningham        | policy      | 825-0636 |
| – Anna Guzman            | eligibility | 825-4247 |
| – John Richardson, Ph.D. | exceptions  | 206-2281 |

## ■ CHR Benefits Processing

- |                   |         |          |
|-------------------|---------|----------|
| – Kevin Dalton    | analyst | 794-0842 |
| – Beto Hernandez  | analyst | 794-0807 |
| – David Jenkins   | analyst | 794-8121 |
| – Jennifer Yu-Toy | analyst | 794-0844 |

## ■ Payroll Services

- |                   |            |          |
|-------------------|------------|----------|
| – Gayelea Allison | tax info   | 794-8726 |
| – Mike Sattin     | tax treaty | 794-8718 |