



# Postdoctoral Scholars

Policies and procedures  
pertaining to the appointment of  
postdoctoral scholars at UCLA

CHR Training & Development Program  
EDB Entry/Update for Preparers & Reviewers

Office of Postdoctoral & Visiting Scholar Services



# Definition

- Having recently completed their dissertations, postdoctoral scholars engage in a period of intense research training designed to prepare them for the transition from graduate school to careers in academia and industry.
- Individuals pursuing clinical fellowships and residencies in the health sciences are excluded from appointment as postdoctoral scholars.



# Statistics

- UCLA has approximately 1200 postdoctoral scholars in residence, ranking it #10 nationally in numbers of appointments.
  - 60% of the appointments are in the health and life sciences;
  - 20% are in organized research units;
  - 10% are in the School of Engineering &
  - 10% are in the social sciences & humanities.
- The UC System appoints 10% of the nation's postdoctoral scholars.



# Policy

- APM 390 sets forth terms and conditions to the appointment of Postdoctoral Scholars within the UC System.
- It applies to both:
  - 1) Postdoctoral Scholars who are employees of the University, and
  - 2) Postdoctoral Scholars who are appointed as fellows and are paid stipends by extramural agencies either directly or through the University



# Responsibility

- Faculty mentors are responsible for guiding and monitoring the advanced training of postdoctoral scholars.
- In that role, the mentors should make clear the goals, objectives and expectations of the training program and the responsibilities of the postdoctoral scholar.
- The UCLA Graduate Division has the delegated authority to approve appointments and reappointments of postdoctoral scholars.
- Associate Dean M. Belinda Tucker serves as the institutional official with purview over postdoctoral appointments. However, all postdoctoral paperwork should be submitted to the Office of Postdoctoral Services (1237 Murphy; MC: 141901).
- Associate Dean M. Belinda Tucker is also the institutional signing official for all NIH NRSA F31 and F32 individual fellowships. All NRSA applications, progress reports, and termination notices should be submitted to 1237 Murphy Hall, MC 141901 for her signature. Her signature may take up to 3 business days.



# Graduate Division Resources

[www.gdnet.ucla.edu/postdocs.html](http://www.gdnet.ucla.edu/postdocs.html)

- University Policy & Procedural Information
- Appointment Forms & Instructions
- Postdoctoral Health Insurance Information
- Postdoctoral Fellowship Tax Information
- Links to scholarly publications of interest to academic researchers.
- Postdoctoral Extramural Support Database
- Postdoctoral Scholar Directory



# Additional Postdoctoral Services

- Monthly [Postdoctoral Scholar Orientations](#)
- Deferment of Student Loans
- Certificates of Completion
- Chancellor's Award for Postdoctoral Research & Postdoctoral Scholars Reception
- Grievance mediation
- Individual fellowship applications and post-award administration
- Visiting Scholar appointments



# Graduate Division Listservs

- **Administrative**

- [postdocadmin@lists.ucla.edu](mailto:postdocadmin@lists.ucla.edu)
- Created to post announcements to departmental staff of updates to postdoctoral services.

- **Academic**

- [uclapostdoc@lists.ucla.edu](mailto:uclapostdoc@lists.ucla.edu)
- Created to provide administrative and scholarly information to the UCLA postdoctoral scholar community.
- **Society:** [www.postdoc.ucla.edu](http://www.postdoc.ucla.edu)



# Appointment Requisites

- In order to qualify for appointment as a postdoctoral scholar, the individual must:
  - Provide evidence of completion of a doctoral degree received within the past ten years, and
  - Have no more than five years of cumulative postdoctoral research experience, including postdoctoral service at other institutions.
    - Note: the five-year term limitation does not include medical residencies or clinical appointments.



# Appointment Process

- 1) The department offers a position to a scholar by providing the “notice of appointment” from the faculty mentor, which the scholar is required to accept in writing.
- 2) The department processes the appointment in the payroll system (under the appropriate title code) and sets the scholar up with benefits.
- 3) The department then submits the official appointment request to the Graduate Division, along with a copy of the signed notice.
- 4) Graduate Division reviews the appointment and maintains a record of the scholar. If denied, the department is notified of the violation and provided an opportunity to appeal.

A photograph of the UCLA building, featuring a prominent tower with a clock face, set against a clear blue sky with some green trees in the foreground.

# Graduate Division Paperwork

- In order to officially confer one as a postdoctoral scholar, the sponsoring department must submit the following for the Dean's approval:
  - Evidence of completion of doctoral degree
  - Statement of objective
  - A current curriculum vitae
  - Signed Notice of Appointment
  - Postdoctoral Scholar Appointment Form
  - Postdoctoral Scholar Personal Data [Form](#)
- Appointment extensions, early terminations and other revisions must also be reported to the Graduate Division via submission of the appointment form.

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# Notice of Appointment

- The PDS shall be provided a written notice of appointment, which shall include:
  - Mentor's name
  - Begin and end dates of appointment
  - Salary/stipend amount
  - Source of funding
  - Work eligibility requirements for US citizens and non-citizens
  - A copy of APM 390 and a summary of benefits, or corresponding website information, shall accompany the notice.
- The postdoctoral scholar is required to accept the appointment (and reappointment) in writing.
- A [template](#) is available on the Graduate Division website.



# UCLA Identification

- Upon approval of the appointment, the Graduate Division will issue a letter of welcome to the postdoctoral scholar, which is needed to obtain the UCLA Bruin Card or Medical ID badge.
- Postdoctoral scholars enjoy the benefits of:
  - University housing eligibility & childcare services
  - Bruin Online services
  - Reduced course enrollment with UNEX
  - Faculty-level library access
  - Membership eligibility with the faculty and recreational centers

## Postdoctoral Scholar Titles & Title Codes

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



## 3252: PDS – EMPLOYEE

- An appointment is made to the title “Postdoctoral Scholar – Employee” when:
  1. the agency funding the salary requires or permits the appointee to be an employee of the University, or
  2. whenever General Funds, Opportunity Funds or other University discretionary funds are used to support the position.



## 3253: PDS – FELLOW

- An appointment is made in the title “Postdoctoral Scholar – Fellow” when:
  1. The postdoctoral scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency, and;
  2. the fellowship or traineeship is paid through a University account through the Graduate Division (i.e., Form 10).



# 3254: PDS – PAID DIRECT

- An appointment is made to the title “Postdoctoral Scholar – Paid Direct” when:
  1. The postdoctoral scholar has been awarded a fellowship or traineeship for postdoctoral study by an extramural agency, and;
  2. The agency pays the fellowship or traineeship directly to the postdoctoral scholar rather than through the University.



# Processing 3253/3254 in the EDB

- The departmental EDB Preparer will enter the Postdoctoral Scholar – Fellow & Paid-Direct appointment information in the EDB using title codes 3253 & 3254, respectively, with a non-paying DOS code (PDW).
- All 3253 appointees will continue to receive their stipend payments through the Graduate Division via submission of the Fellowship Award Transmittal (i.e., “Form 10”)



# The “Form 10”

- The “Form 10,” or *Graduate Division Fellowship Award Transmittal* is used to initiate payment of fellowship stipends for postdoctoral scholars appointed to NIH training grants or who have secured their own individual fellowship.
- All fellowship payments are processed through the Graduate Division.
- The Form 10 is available online at:  
<http://jasmine.gdnet.ucla.edu>.



## 3240: Postgraduate Researcher (PGR)

- Starting January 1, 2005, the University began phasing out the use of title code 3240 – Postgraduate Researcher.
- Only those postdoctoral scholars who were appointed in this title code prior to January 1, 2005, may continue in title code 3240.
- Title code 3240 will be retired January 1, 2010.



## 3240 Postgraduate Researcher (PGR)

- All provisions of APM 390 apply to the Postgraduate Researcher, with the exception of:
  - 390-60: Sick Leave
  - 390-61: Time-off
  - 390-76: Benefit Plans
- Payroll coding does not change for the PGR 3240 title.



# “Employment” paperwork

- All postdoctoral appointees will be required to complete the hiring paperwork before the appointment is entered into the EDB.
- A checklist of applicable forms is provided on the Graduate Division’s website.



# Terms of Service

- Postdoctoral Scholar appointments are temporary and have fixed end dates.
- Appointments are typically made for one year, but may be made for up to three years, as in the case of H1B visa postdocs.
- The total duration of an individual's postdoctoral service may not exceed five years, including service at other institutions.



# Minimum Pay Requirements

- Minimum salary/stipend levels:
  - October 2005: \$31,668 (\$2639/month)
  - October 2006: \$32,304 (\$2692/month)
  - October 2007: \$33,828 (\$2819/month)
  - **October 2008: \$35,500 (no COLA)**
  - October 2009: \$37,368 (or NIH stipend minimum, whichever is higher)
- The maximum of the range is \$80,880, which will be range adjusted in subsequent years to the same extent as for other non-exclusively represented, non-Senate academic appointees.



# H1B visa-holders

- When requesting an appointment for a H1B visa-holder, UCLA policy requires that they receive the prevailing wage, or a minimum salary of **\$36,360/year**.
- Note, the H1B visa is strictly employment-based. An individual who carries a H1B visa cannot receive fellowship payments as their primary source of income and must hold a 100% PDS-Employee (or PGR) appointment.



# Appointment Percentage

- Appointments to the Postdoctoral Scholar titles are full-time (100%), based on the expectation that the Postdoctoral Scholar will be fully involved in scholarly pursuits.
- When a PDS additionally holds a University teaching appointment, or other University position, the percent-time of the PDS appointment normally will be reduced so that the sum of the percent times of the two appointments equals 100%.



# Exceptions to Policy

- Exceptions are considered for the appointment percentage, term limitations and minimum pay level upon written request of the appointee and concurrence of the mentor.
- Exceptions should be addressed to Associate Dean M. Belinda Tucker and submitted to the Office of Postdoctoral & Visiting Scholar Services (1237 Murphy; MC 141901).



# Additional Compensation

- To generate additional pay for a PDS – Fellow and/or Paid Direct, the department will pay under the payroll title of 3252.
- Additional compensation is processed at the percent time equal to the number of hours the scholar works in addition to the full-time requirement of the 3253/54 appointment (25% = 10 hours per week).
- The 3253/54 appointment is processed at the percent time so that the sum of both appointments is 100%.



# Annual Evaluation

- To the benefit of a postdoctoral scholar's career, the mentor shall conduct an annual evaluation with the postdoctoral scholar.
- This written evaluation will be provided to the postdoctoral scholar and will require both the faculty mentor and postdoctoral scholar signatures.
- The annual evaluation is necessary to extend any postdoctoral scholar appointment.



# Postdoctoral Health Benefits

- The UC Postdoctoral Scholar Benefits Plan (PSBP) is a comprehensive package of benefits designed to closely match the benefits offered through the UC Faculty/Staff plan.
- Coverage includes medical, dental, vision, life, AD&D, workers' comp., short-term disability, and voluntary long-term disability coverage.
- Complete information is available online at: <http://www.garnett-powers.com/postdoc/>



# PSBP Enrollment

- As of February 26, 2007, the AYSO (At Your Service Online) was made available for PSBP Enrollments.
- Note, if the scholar or his/her dependents do not have a SSN, then they cannot enroll through AYS and 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.



# PGR Benefits

- Current PGR 3240 appointees will retain their existing staff/faculty health & welfare benefits, including membership in the UCRS, if applicable.
- As such, they will not be eligible for the new Postdoctoral Scholar Benefits Plan.
- Their BELI is determined by the duration and percent-time of their appointment.

A photograph of the UCLA building, featuring a prominent tower with a clock face, set against a clear blue sky with some green trees in the foreground.

# Repatriation/Medical Evacuation Coverage for J1 visa-holders

- Federal regulations require each non-resident exchange visitor (J1 visa-holder) to have insurance in effect which covers the exchange visitor for sickness or accident for the duration of the their appointment.
- Effective **January 1, 2007**, the Postdoctoral Scholar Benefits Plan includes repatriation/medical evacuation coverage under its Life/AD&D insurance, including coverage for both the J1 visitor and, if applicable, their PSBP-enrolled dependents.
- UC Staff & Faculty Benefits (i.e. PGR) will **NOT** include the repatriation/medical evacuation coverage.



# Time Off

- Postdoctoral scholars do not accrue vacation.
- They are expected to take time off each academic year in the intersession and recess periods (constituting about four weeks, excluding University holidays) between the beginning of fall and end of spring terms.
- If, however, the research program involves work during these periods, it is expected that the mentor will approve equivalent time off at another mutually agreeable time.
- The time-off provision is renewed at the time of reappointment. There is no carry-over of hours for annual reappointments.



# Sick Leave

- Postdoctoral Scholars are eligible for paid sick leave of up to twelve days per twelve-month appointment period.
- Unused sick leave is carried forward to subsequent postdoctoral appointments.
- The new sick leave is not an accrued benefit. Departments will be expected to record sick leave in one-day increments within their internal HR office.



# Other Leaves

- Childbearing, Parental and Family Medical: as per APM 760 & 715
- Holidays: official holidays for postdoctoral scholars are those administrative holidays published in the University calendar.
- Military: as per APM 751
- Jury: postdoctoral scholars are eligible for jury duty leave.



# Retirement

- APM 390-75 states that the 3252, who is a citizen or resident alien, will contribute to the Defined Contribution Plan.
- Titles 3253 & 3254, being “non-employee” titles are not eligible for DCP-Casual.
- All new postdoctoral titles are ineligible for the University of California Retirement Plan (UCRP).



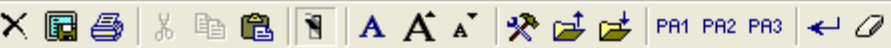
# PHIR: The Postdoc Bundle

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



# EAPP: 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 (for 3253/54 categories only)
Leave Accrual	N	No vacation or sick leave accruals



PPIAPT0-I1716 EDB Inquiry 06/09/09 09:48:55  
 06/08/09 20:34:31 Appointment/Distribution Cmpct Userid:  
 ID: 123456789 Name: Bruin, Joe LAD: 05/08/09

Hm Dept: Emplmt Status: A Pri Pay: M0  
 Gen No : 0004 Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00  
 LOA Beg: LOA Return: LOA Type: SLCG Grade:

Appt: 20 TC: 3252 POSTDOC-EMPLOYEE Grade: Pgm/Typ: A/5  
 Begin Dt: 09/10/08 Ann/Hr Rt : 41004.00 %: 1.00 F/V: F Rt : A  
 End Dt : 09/09/09 Bas/Pd Ovr: 12/12 FLSA: EXEMPT Lv : N Sched: MO  
 Dur : Dept Cd : 200000 TUC/AREP/ASHC: PX/C/ Time : R  
 SubL :

Dis No.	L/A/C/F/P/S	FTE	Dis %	Pay Beg	Pay End	Rate/Amt	DOS	Step/OA	PRQ	D	W
21	4	441234	FF	12345	0						
0.00	1.0000	09/10/08	09/09/09	3417.00	REG						

TUC (employee unit code) must be PX  
 AREP (employee representation code) must be

Per UC Policy, effective October 1, 2008,  
 Postdoctoral Scholar's minimum salary  
 must be at least \$35,500.

Next Func: ID: SSN:

==>  
 F: 1-Help 2-Brows  
 F: 9-MainMenu 12-Exit



# 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.”



# 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.

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

PPIINS0-I1754 EDB Inquiry 06/09/09 09:59:55  
 06/08/09 20:34:31 Insurance - Departmental Userid:  
 ID: 123456789 Name: Bruin, Joe LAD: 05/08/09

Hm Dept: Emplmt Status: A Pri Pay: M0

Asgn/Drv BELI: P/P Eff Dt: 09/10/07 Qual: / Ret: H Ins Red: Y Age 1/1: 35

Plan	Description	Cov	Contr	Empl Cost	Eff Date	End Date
Medical	PSBP Med HMO	U	281.32	0.00	09/10/07	
Dental	PSBP Dental HMO	U	8.86	0.00	09/10/07	
Vision	PSBP Vision	U	3.90	0.00	09/10/07	
Legal			0.00	0.00		

Future Enrollment Pending: NO State Dom Part Dec: Cur/Nxt ContBase: 000/000

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 Insurance Type Cov Sal Base Empl Cost Eff Date

Basic Life  
 Exec Life  
 Supplemental Life  
 Dep Life  
 STD/Suppl Dis  
 AD&D Pr

**BELI Code must be "P". Postdoctoral scholars regardless of appointment percentage must be covered in the Postdoctoral Scholars Benefits Plan. They may opt out of coverage by providing proof of medical insurance. Please select "XX" to indicate opting out.**

Next Func: ID: Name: SSN:

==>  
 F: 1-Help 2-Browse 3-PrevMenu  
 F: 9-MainMenu 12-Exit



# EUCI: PSBP Charging

- For 3253/54 categories, charging for the health insurance premiums is done through EUCI where you 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.
- The 3253/54 payment towards the monthly premium is identified on the “Department & Postdoctoral Scholar Contributions Sheet,” available on the Graduate Division’s website.
- Once the scholar pays the monthly bill, the departmental FAU will be credited.



# 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 categories of postdocs will have a uniform level of contributions.



# PSBP: University Benefit Contributions

- The following benefits **require** 100% University contribution on behalf of all postdoctoral scholars, including employees, fellows and paid-directs (rates as of January 2009):
  - Workers Compensation (\$29.89/month)
  - Life Insurance, including AD&D (\$3.15/month)
  - Short-term Disability (\$6.21/month)
  - **TOTAL: \$39.25**
- 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 (\$3.15) 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 \$320.57, of which \$33.04 (or 8.5%) needs to be charged to an unrestricted source.



# Contacts

## Postdoctoral appointments (Graduate Division)

- Lisa Itagaki policy 825-0636
- Esther Chang eligibility 825-4247
- M. Belinda Tucker, Ph.D. exceptions 206-6086
- Jenny Tang NIH, ind. fellowships 206-9791

## PSBP Benefits Processing (CHR Benefits)

- Oletha Brown manager 794-8579
- David Jenkins analyst 794-8121

## PSBP Benefits Information (Garnett-Powers & Associates)

- Steve Johnson broker 949-583-2925
- Lisa Walters coordinator 800-254-1758