



# Postdoctoral Scholar Workshop for UCLA Administrators

2011-2012



# The Office of Postdoctoral and Visiting Scholar Services (OPVSS)

OPVSS is responsible for authorization and administration of all Postdoctoral Scholars and Visiting Scholars at UCLA, policy development and compliance, advisement and counseling, and training and education.

<http://www.grad.ucla.edu/postdocs.html>

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## Postdoctoral Scholars



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# OPVSS Listservs

## For Administrators

- <http://lists.ucla.edu/cgi-bin/mailman/listinfo/postdocadmin>
  - [postdocadmin@lists.ucla.edu](mailto:postdocadmin@lists.ucla.edu)
  - Provides updates and other information to departmental staff regarding postdoctoral and visiting scholar services.

## For Postdoctoral Scholars

- <http://lists.ucla.edu/cgi-bin/mailman/listinfo/uclapostdoc-l>
  - [uclapostdoc@lists.ucla.edu](mailto:uclapostdoc@lists.ucla.edu)
  - Provides administrative and scholarly information to UCLA postdoctoral scholars.

# OPVSS Contacts

<http://www.grad.ucla.edu/gss/postdoc/pdstaff.htm>



**Ross Shideler, Ph.D.**  
Associate Dean, Graduate Division  
[rshideler@gdnet.ucla.edu](mailto:rshideler@gdnet.ucla.edu)  
(310) 825-0843

Among his decanal duties, Associate Dean Shideler is responsible for all postdoctoral and visiting scholar appointments as well as all exceptions to the labor contract or university policy respectively.



**April de Stefano, Ph.D.**  
Director, Academic Services  
[adestefano@gdnet.ucla.edu](mailto:adestefano@gdnet.ucla.edu)  
(310) 825-0636

Dr. de Stefano's responsibilities include the development and management of all aspects of postdoctoral and visiting scholar appointments. She works closely with university administration regarding interpretation of the postdoctoral scholar labor contract and campus policy.

Contact April for questions regarding:

- Postdoctoral scholar union labor contract matters
- Issues related to mentor-postdoctoral scholar relations
- Issues related to departmental-scholar relations

# OPVSS Contacts

<http://www.grad.ucla.edu/gss/postdoc/pdstaff.htm>



**Mike Flaxman, MPA**  
Coordinator  
[mflaxman@gdnet.ucla.edu](mailto:mflaxman@gdnet.ucla.edu)  
(310) 825-4247

Mr. Flaxman's responsibilities include counseling prospective and current postdoctoral & visiting scholars and sponsoring departments on University policies and procedures, labor contract provisions, degree requirements, and benefits enrollment.

Contact Mike for questions regarding:

- EDB appointment of postdoctoral scholars
- Postdoctoral and visiting scholars policy, procedures, and exceptions
- Postdoctoral scholar union labor contract matters
- Benefits including health insurance



**Brittany Howell**  
Administrative Specialist  
[bhowell@gdnet.ucla.edu](mailto:bhowell@gdnet.ucla.edu)  
(310) 825-4688

Ms. Howell is the first point of contact for general questions about postdoctoral and visiting scholars. She assists in the appointment of postdoctoral and visiting scholars and also administers other services for all postdoctoral and visiting scholars as outlined below.

Contact Brittany for questions regarding:

- Forms and other paperwork for appointment of postdoctoral and visiting scholars
- Housing, loan deferment, relocation expenses and certificates of completion for postdoctoral scholars
- BruinCards for Visiting Scholars
- Certificates of completion

Effective, May 16, 2011, please send all Form 10s directly to **Jenny Tang**, Graduate Student Support Administrative Analyst, in 1228 Murphy Hall. For question regarding fellowship award transmittals, please contact Ms. Tang at [jtang@gdnet.ucla.edu](mailto:jtang@gdnet.ucla.edu) or (310) 206-9791.



# Postdoctoral Scholar Union Contract

[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/collective\\_bargaining\\_units/post\\_docs/agreement.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/post_docs/agreement.html)

- Ratified Aug. 12, 2010 between UC and UAW.
- 5-year contract for title codes 3252, 3253 and 3254.
- One time, across-the-board salary/stipend increase for postdoctoral scholars with active appointments on 9/1/2010.
- Implementation of experience-based salary/stipend steps starting in June 1, 2011.



## 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.
  3. Proof of Funding must be included with Appointment packet.

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.

# Salary/Stipend Rates

- Effective June 1, 2011, implementation of experience-based minima (“NIH salary steps”).
- Revised salary/stipend scale, effective February 1, 2012.
- The salary/stipend scale provides only *minimum* compensation levels for Postdoctoral Scholars.
- Salary for a new appointment is determined by previous postdoctoral service at all other institutions.

# Experience-Base Salary/Stipend Minima

Experience Level	Effective 6/1/11		Effective 2/1/12	
	Annual	Monthly	Annual	Monthly
Level 0 (0-11 Months)	\$38,496	\$3,208	\$39,264	\$3,272
Level 1 (12-23 Months)	\$40,548	\$3,379	\$41,364	\$3,447
Level 2 (24-35 Months)	\$43,476	\$3,623	\$44,340	\$3,695
Level 3 (36-47 Months)	\$45,192	\$3,766	\$46,092	\$3,841
Level 4 (48-59 Months)	\$46,884	\$3,907	\$47,820	\$3,985
Level 5 (60-71 Months) <u>Per Exception Only</u>	\$48,900	\$4,075	\$49,884	\$4,157

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# Appointment Requirements

- Appointments must be exactly twelve-month increments (unless requesting an exception for a reappointment).
- Appointments end the day before the start date (unless by exception).
- The total duration of an individual's postdoctoral service may not exceed five years, including postdoctoral service at other institutions. Under unusual circumstances the University may grant an exception to this limit, not to exceed a sixth year.

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# 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 Postdoctoral Scholar additionally holds a University teaching appointment, or other University position, the percent-time of the Postdoctoral Scholar appointment normally will be reduced so that the sum of the percent times of the two appointments equals 100%.



# Appointment Process

## The Home Department:

- Offers a position to a Postdoctoral Scholar by providing the “Offer Letter” from the faculty mentor, which the scholar is required to accept in writing.
- Processes the appointment in the payroll system (with the appropriate title code) and sets up the scholar’s benefits.
- Submits the complete and accurate appointment paperwork to OPVSS for approval.

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# Appointment Process: Defining the Home Department

- The Home Department is the department that issues the Offer Letter, which then OPVSS lists in the Notice of Appointment.
- The home department has fiduciary and overall responsibility for the Postdoctoral Scholar during the appointment period regardless of any changes in funding.
- If the Postdoctoral Scholar changes her/his primary mentor or research project during the appointment period then the home department may change.



# Appointment Process: Defining the Mentor

- The Mentor is the faculty member designated in the Offer Letter, which then OPVSS lists in the Notice of Appointment.
- The mentor has academic responsibility for the Postdoctoral Scholar during the appointment period regardless of whether the Postdoctoral Scholar has additional mentors.

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# Appointment Process

## OPVSS:

1. Reviews the appointment paperwork for completeness and accuracy.
2. Verifies EDB information with appointment paperwork.
3. Ensures compliance with the union contract.
4. Maintains a record of the scholar.
5. Approves or denies the request.



# Appointment Types

- New
- Reappointment- below NIH Scale
- Reappointment- at or above NIH Scale
- Revision (switch in title codes, mid-appointment increase)

## Appointment Guidelines and Forms for Postdoctoral Scholars

- <http://www.grad.ucla.edu/gss/postdoc/frmsintro.htm>


## Appointment Processing Checklist

- <http://www.grad.ucla.edu/gss/postdoc/pdcklist.pdf>

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# New Appointments on or after June 1, 2011

- All new appointments must be at least at the minima of the appropriate NIH experience based rate.
- The appropriate NIH experience based rate is determined by years of postdoctoral experience at any institution.
- Use the months of service to determine the minimum experience based rate.

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# Reappointments – at or above the NIH Experience-based Level

- Beginning June 1, 2011, once a Postdoctoral Scholar is appointed at or above the appropriate experience rate, all future appointments must be to at least the appropriate experience based salary/stipend rate.
- If a Postdoctoral Scholar's salary/stipend amount is above the appropriate experience level on reappointment, the Postdoctoral Scholar shall receive at least a two percent (2%) salary increase.

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# Reappointments below NIH Experience-Based Level

- From June 1, 2011, to May 31, 2013, upon reappointment, the Postdoctoral Scholar shall receive a 3% increase.
- From June 1, 2013 to May 31, 2014, upon reappointment, the Postdoctoral Scholar shall receive a 3.5% increase.
- Since the Postdoctoral Scholar is below scale, the University is not obligated to increase the pay to the actual step.
- Effective June 1, 2014 all Postdoctoral Scholars shall be placed on at least the appropriate rates based on the Postdoctoral Scholar's experience.

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# NEW Appointments

- UAW Deduction Authorization Form  
<http://www.grad.ucla.edu/gss/postdoc/pdunionauthorization.pdf>
- Offer Letter
  - Template at <http://www.grad.ucla.edu/ucla/gss/pdsappmnttemp.pdf>
- Appointment Form
- Personal Data Form (now includes statement of objective)
- Curriculum Vitae (CV)
- Proof of Doctoral Degree (translated if in another language)
- Proof of Insurance (if not enrolled through UCLA)
- Proof of Funding (if scholar is receiving outside funding as a Paid-Direct)



# New Appointment Scenarios



# New UCLA Postdoctoral Scholar

Tom just got his PhD from the University of Washington. He is hired at UCLA to start February 1, 2012. What is the minimum annual salary that he must be appointed at?

- A. \$39,264
- B. \$38,496
- C. \$37,740

**A. He must be offered at least \$39,264 (experience based level 0)**



# New Appointment: Experienced UC Postdoc going to a new lab at UCLA

Veronica was hired as Postdoctoral Scholar at UC Irvine on October 1, 2010. She is reappointed from October 1, 2011 to January 31, 2012. She then secures a new position at UCLA beginning February 1, 2012. What is the minimum annual salary she must be appointed at?

- A. \$41,364
- B. \$39,264
- C. \$40,548

**A. She must be paid a minimum of \$41,364 (experience based level I) because she has 15 months of previous postdoctoral experience.**



# New Appointment on or after 2/1/12

UCLA is hiring Jim on February 1, 2012, who has two years of previous postdoctoral experience at the University of Michigan. What is the minimum annual salary that he must be appointed at?

A. \$39,264

B. \$44,340

**B. \$44,340 (experience base level 2)**



# The Reappointment Decision

- The reappointment decision:
  - Does the PI want the Postdoc for another year?
  - Does the PI have the funds?
- There is no requirement to reappoint.
- If a Postdoctoral Scholar is not going to be reappointed, please provide them with at least 30 days notice prior to their current appointment end date.

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# REAPPOINTMENT Process

## Reappointments

1. Enter Reappointment dates into EDB (including experience based increase)
2. Submit the following documents to the Graduate Division:
  - UAW Deduction Form (only if there is a change in title code)
  - Offer Letter
  - Appointment Form
  - Annual Evaluation



# Annual Evaluation

- Provides an assessment of the postdoctoral scholar's progress and overall performance.
- Signed by the Postdoctoral Scholar and Faculty Mentor.
- Template at:  
<http://www.grad.ucla.edu/gss/postdoc/pdevaluation.pdf>
- Submit the Annual Evaluation for Reappointment.



# Salary Scale Reappointment Requirements

Date of Initial Hire	Reappointment Above Scale (2% Increase)	Reappointment Below Scale (3% Increase)	Reappointment to Scale
<b>Before 8/1/10 (pre-union contract)</b>	Yes	Yes	Not required
<b>Any date between 8/1/10- 5/31/11 (8/1/10= implementation of union contract)</b>	Yes	Yes	Not required
<b>On or after 6/1/11 (start of experience-based salary scale)</b>	Yes	N/A	Yes- required upon reappointment, unless hired above the 2/1/12 scale
<b>On or after 2/1/12</b>	Yes	N/A	Yes



# Reappointment Scenarios

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# Reappointment Below Scale

Leslie has been a Postdoctoral Scholar at UCLA for three years. She is receiving an annual salary of \$38,522. What minimum salary should she earn on her reappointment date, on April 1, 2012?

- A. No change.
- B. \$46,092
- C. 3% more or \$44,340.

**C. 3% more or \$44,340.**

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# Reappointment Below Scale

Vladimir has been at UCLA for three years (36 months), with the current appointment ending June 30, 2012. His salary is \$46,000. The PI wants to reappoint.

- A. \$47,280
- B. \$46,092
- C. 3% increase= \$47,380

**B. \$46,092 (\$92 increase), as he is only required to move to the next salary level upon reappointment.**

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# Reappointment Above Scale

Theresa is making \$49,000 per year with one year of previous postdoctoral experience. She is going to be reappointed on February 1, 2012. What must her minimum salary be upon reappointment?

- A. Nothing, above the minimum experience level.
- B. 2% increase = \$49,980.
- C. Decrease pay back to \$39,756.

**B. 2% increase = \$49,980.**

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.

# Reappointment At Scale

Alyson was appointed on 7/1/11 at the previous minimum of \$38,496. She had no previous postdoctoral experience. Alyson's faculty mentor wants to reappoint her on 7/1/12. What minimum salary is she required be reappointed at?

- A. 40,548
- B. \$39,651 (3% increase)
- C. \$41,364

**C. \$41,364-** Alyson must be reappointed to *Experience Level I*, which is the appropriate experience based salary/stipend rate.

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# Reappointment At Scale

Kristina was hired on 4/1/11 at \$40,548 as she had one year previous postdoctoral experience. She will be reappointed on 4/1/12. What minimum salary is she required be reappointed at?

- A. \$44,340
- B. \$41,364
- C. \$43,476

**A. \$44,340-** Kristina must be reappointed to *Experience Level 2*, based on the 2/1/12 revised salary scale.



# Salary Revisions



# Mid-Appointment Switch in Title Code

- A Postdoctoral Scholar's fund source can change mid-appointment, which may require a change in their primary title code. The most common change is when a 3252-Postdoc Employee is paid through a training grant and switches to a 3253-Fellow.
- When this switch occurs and the Postdoctoral Scholar receives a mid-appointment salary increase, they are still eligible for an experience-based increase upon reappointment.

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# Mid-Appointment Switch in Title Code: Required Forms

- Revised [appointment form](#) and [UAW Deduction Authorization Form](#) (for all switches in title code)
- Mid-appointment switch to a 3253-Fellow: submit a Form 10 to Financial Services (1228 Murphy Hall, MC 144401).
- Mid-appointment switch to a 3254- Paid Direct: provide proof of funding documentation from the external fund source.
- EDB must be updated to reflect the change in title code and salary rate (if applicable).




# Mid-Appointment Salary Increases (no switch in title code)

- A Postdoctoral Scholar can receive a salary increase at any point during their appointment period.
- When a Postdoctoral Scholar receives a mid-appointment salary increase, submit a revised appointment form.
- **Note:** The Postdoctoral Scholar will be required to receive an experience-based increase upon reappointment, even if they received an increase during their current appointment period.

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# Supplemental Compensation

- Supplemental compensation is supplemental to the regular, guaranteed compensation. It is additional and temporary.
- The supplemental income must be listed in the Offer Letter and be described as temporary additional compensation.
- If a supplement is provided to the Postdoctoral Scholar mid-appointment, submit a revised offer letter listing supplemental income and the period in which it will be received.
- The supplement is listed on a separate appointment line in EDB for the sake of clarity.

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# SEPARATION (“End”) Process

## 1. Enter Separation information in EDB

- Send Exception Request Form to Mike Flaxman [mflaxman@grad.ucla.edu](mailto:mflaxman@grad.ucla.edu) for all **early** terminations.

## 2. Submit the following documents:

- Recommendation for Issuance of Certificate of Postdoctoral Study form (if desired by the postdoctoral scholar).
- Form located at <http://www.grad.ucla.edu/ucla/gss/pdcertreq.pdf>

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# Break in Service

If a Postdoctoral Scholar is appointed and had a break in service after holding a previous appointment with the university, they must be hired at their applicable experience-based rate.

For example:

Penny was previously a Postdoctoral Scholar at UCLA from 8/1/10-7/31/11, but separated once her appointment ended. On 2/1/12 Penny found another Postdoctoral Scholar position at UCLA, and was appointed for an additional year.

As Penny has 12 months of previous postdoctoral experience, she is required to be appointed to at least \$41,364/annually (Level I).

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# Mid-Appointment Transfers: Scenario

Jia had an approved appointment in the Department of Chemistry and Biochemistry from 2/1/12-1/31/13 at the annual rate of \$39,264. On 6/1/12 he accepted another position in the Department of Atmospheric and Oceanic Sciences.

## Procedures for Chemistry (previous home department)

- Submit revised appointment form providing information regarding the transfer, prior to the revised end date
- Submit completed evaluation form to Atmospheric and Oceanic Sciences
- End the current appointment in the payroll system with a revised end date of 5/31/12

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# Mid-Appointment Transfers (continued)

## Procedures for Atmospheric and Oceanic Sciences (new home department)

- Submit reappointment appointment paperwork for dates of 6/1/12-1/31/13, to complete previous appointment cycle
- Process the appointment with the dates of 6/1/12-1/31/13 in the payroll system using the appropriate title code(s) and set up the scholar with benefits.
  - Salary should be at least \$39,264 annually.
- Note: If Jia is to be reappointed on 2/1/13 he will be required to be reappointed at least experience level I, \$41,364.



# Exceptions to Policy

- Exceptions are considered for the appointment period, percentage, and term limit upon written request of the appointee and concurrence of the mentor.
- Exceptions should be addressed to Associate Dean Ross Shideler and submitted to the Office of Postdoctoral & Visiting Scholar Services (1255 Murphy; MC 142801).
- Exception Request Form  
<http://www.grad.ucla.edu/gss/postdoc/pdexception.pdf>



# Exception Scenarios



## Reappointment to a Different Title Code with Pay Limitations

Rosemary was appointed to her first year as 3254 Paid-Direct from July 1, 2011- June 30, 2012 and was compensated at annual salary of \$50,000. As Rosemary is no longer receiving Paid-Direct funding, the PI would like to reappoint her but cannot afford to do so at the new rate of \$51,000, which includes the 2% experience-based increase. What can the PI do?

- Submit an exception request at least 45 days prior to the reappointment start date, requesting to appoint Rosemary to a different title with pay limitations. If the union approves the request she can be reappointed at the applicable experience-based rate.
- Reappoint for less than one year at \$4,250/month, \$51,000/annually
- Elect to not reappoint as there is no requirement to reappoint a Postdoctoral Scholar

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# Dual Appointment

Gloria has been approved as a Postdoctoral Scholar in the Mathematics department from October 10, 2011-October 9, 2012. However, Gloria has recently accepted an appointment as a lecturer at 33% time during winter quarter. Is this allowable?

- Yes
- Submit an exception request form for the dates in which Gloria will hold a dual appointment as a lecturer
- Once OPVSS approves the request update EDB so that Gloria will be appointed at 67% as a Postdoctoral Scholar during winter quarter



# Lay-Off Process

- Lay-off is defined as an involuntary separation or a reduction in duration of appointment for a Postdoctoral Scholar prior to the established appointment end date as a result of appropriate funding becoming unavailable
- For information about lay-off procedures contact:
  - Maurita Ploesch: 310-794-0867 or [mploesch@chr.ucla.edu](mailto:mploesch@chr.ucla.edu) (campus)
  - Josh Samuels: 310-794-6802 or [jsamuels@mednet.ucla.edu](mailto:jsamuels@mednet.ucla.edu) (School of Medicine)
  - Jane Miller: 310-794-2626 or [janemiller@mednet.ucla.edu](mailto:janemiller@mednet.ucla.edu) (Division of Medicine)
- Written notice must be provided at least thirty days in advance of the effective date of the lay-off
- Labor Relations will provide departments with a lay-off letter template and advise on proper procedures



# Termination Process

- The University may discipline or dismiss a Postdoctoral Scholar for just cause. Disciplinary or dismissal actions for just cause must comply with all applicable provisions of Article 5
- For information about corrective action and dismissal procedures contact:
  - Maurita Ploesch: 310-794-0867 or [mploesch@chr.ucla.edu](mailto:mploesch@chr.ucla.edu) (campus)
  - Josh Samuels: 310-794-6802 or [jsamuels@mednet.ucla.edu](mailto:jsamuels@mednet.ucla.edu) (School of Medicine)
  - Jane Miller: 310-794-2626 or [janemiller@mednet.ucla.edu](mailto:janemiller@mednet.ucla.edu) (Division of Medicine)
- A Postdoctoral Scholar may file a grievance for any violation of a specific provision under the Agreement, including a wrongful termination



# Time Off

- Allowed 24 personal days off during the year
- Personal Time Off must be requested & approved in advance
- Supervisor cannot unreasonably deny time off
  - Work considerations, especially directly related to research, prevail
  - UC may not unreasonably deny a religious holiday request
- Eligible for 12 sick days during the year
- “Use-it-or-lose-it” form of time off; sick days “carry forward”
- Departments track time internally; will not accrue in EDB

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## Time Off (continued)

When a Postdoctoral Scholar switches into a different title code (such as the project scientist, researcher series) sick leave carries forward into her/his new position. As sick leave for a Postdoctoral Scholar is not accrued in the PPS system, the departmental administrator would need to manually input the Postdoctoral Scholar's sick leave accrual by the time the person will begin their position in the different title code.

Note: When a person transfers into a Postdoctoral Scholar title from a staff title the department administrator would leave the sick time in the PPS system.

For more information on Postdoctoral Scholar sick leave and personal time off, visit <http://www.grad.ucla.edu/gss/postdoc/pdleave.htm>.



# *Graduate Division Fellowship Award Transmittal* Form 10

- The “Form 10” or is used to:
  - Initiate payment of fellowships for Postdoctoral Scholars receiving NIH grants or who have secured their own individual fellowship.
  - Bring a scholar up to minimum salary if his/her grant does not meet the minimum.
- All fellowship stipends are processed by Graduate Financial Services.
  - Jenny Tang ([jtang@grad.ucla.edu](mailto:jtang@grad.ucla.edu)) is the primary contact for Form 10s.
- The Form 10 is available online at: <http://jasmine.grad.ucla.edu>.

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_

Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

## AWARD 1

<b>ACCOUNT INFORMATION</b>	Account - CC- Fund	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Account ID					
	7 - - - - -										
<b>DISBURSEMENT INFORMATION</b>	New / Revised	Fiscal Year	Total Award Amount	<b>COMMENTS</b>							
<b>QUARTERLY PAYMENTS</b>	Fall Quarter		Winter Quarter	Spring Quarter							
<b>MONTHLY PAYMENTS</b>											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

## AWARD 2

<b>ACCOUNT INFORMATION</b>	Account - CC- Fund	Award Type	Award Name	Authorizing Agency	Award Eligibility	Account ID					
	7 - - - - -										
<b>DISBURSEMENT INFORMATION</b>	New / Revised	Fiscal Year	Total Award Amount	<b>COMMENTS</b>							
<b>QUARTERLY PAYMENTS</b>	Fall Quarter		Winter Quarter	Spring Quarter							
<b>MONTHLY PAYMENTS</b>											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Form Completed by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Department FS Code \_\_\_\_\_

Name of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only

\_\_\_\_\_  
 Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_



# New Postdoctoral Appointment Form 10

- 3253 postdoctoral fellow appointment has just been approved for the period of July 1, 2011 to June 30, 2012.
- Postdoc fellow is receiving an T32 grant for the same appointment period: 7/2011 to 6/2012.
- Department must submit a NEW Form 10 for fellowship disbursement.

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL

Notification of disbursements  
are sent via email

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_

Payee Code **P= Postdoctoral Scholar**

Citizenship \_\_\_\_\_ Visa \_\_\_\_\_  
Determines what document(s) is needed (ie, Glacier) and tax issues

**Must be a "78" account. Make sure account and fund is linked before submitting to GD.**

**These 3 categories are associated with the FAU. Please check with your fund manager if you are uncertain what to enter in each field.**

AWARD 1

<b>ACCOUNT INFORMATION</b>	Account - CC - Fund - Source <b>78XXXX - XX - XXXXX</b>	Award Type <b>S = Stipend</b>	Fund Name <b>NRSA</b>	Authorizing Agency <b>FG=Federal Go</b>	Award Eligibility <b>MD = Merit &amp; Div</b>	Subcode						
<b>DISBURSEMENT INFORMATION</b>	New / Revised <b>N = NEW</b>	Fiscal Year <b>2011 - 12</b>	Total Award Amount <b>\$38,496.00</b>	<b>COMMENTS</b> <b>For Appointment Period July 2011 thru June 2012</b>								
<b>QUARTERLY PAYMENTS</b>	Fall Quarter	Winter Quarter	Spring Quarter	<b>Provide PD Appt Period EDB (begin/end dates)</b>								
<b>MONTHLY PAYMENTS</b>	<b>Total of Monthly Payments must equal to Total Award Amount</b>											
July	August	September	October	November	December	January	February	March	April	May	June	
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	

AWARD 2

<b>ACCOUNT INFORMATION</b>	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
<b>DISBURSEMENT INFORMATION</b>	New / Revised	Fiscal Year	Total Award Amount	<b>COMMENTS</b>							
<b>QUARTERLY PAYMENTS</b>	Fall Quarter	Winter Quarter	Spring Quarter	<b>Since this is a NEW appointment, the salary should be based on the salary scale outlined in the Postdoctoral Scholar Experience Based Salary/Stipend</b>							
<b>MONTHLY PAYMENTS</b>											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Form Completed by **Emma Star** Date **5/1/11** Phone **XXXXX** Email **star@moonlight.ucla.edu**  
 Department **Twilight Zone** Department FS Code **0000**

Name of Graduate Advisor, P.I., Chair or Dean **Anita Break** \_\_\_\_\_  
 Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_



# New Postdoctoral Appointment Example revision I

- Towards the end of the appointment period, your fund manager informs you that the awards should be taken from fund 00000.
  - You need to submit a Form 10 to switch the award from Fund XXXXX to Fund 00000.

**UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL**

**Incorrect Revision**

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_  
 Payee C \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**New Fund Number**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 8XXXX - XX - 00000	S = Stipend	NRSA	FG=Federal Go	MD = Merit & Div						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	N = NEW	2011 - 12	\$38,496.00	Changing fund number for Appointment Period 7/2011 thru 6/2012							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Award	Award Eligibility	Subcode						
	7 _____ - _____ - _____										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter								
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

**Please note:**  
 Without cancelling the award under the original fund number, you will be giving the payee **double the award.**

Form Completed by Emma Star Date 6/1/2012 Phone XXXXX Email star@moonlight.ucla.edu  
 Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break  
 Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD

Correct  
Revision

To Switch or Cancel an Award:

1. Under the original FAU, select Revised and zero out the amounts you want to cancel.
2. Under the new FAU, enter the amount you are awarding the student.

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_  
 Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**AWARD 1**

<b>ACCOUNT INFORMATION</b>	Account - CC - Fund - Source 7 8XXXX - XX - XXXXX	Award Type S = Stipend	Award Name NRSA	Authorizing Agency FG=Federal Go	Award Eligibility MD = Merit & Div	Subcode					
<b>DISBURSEMENT INFORMATION</b>	New / Revised R = Revised	Fiscal Year 2011 - 12	Total Award Amount \$0.00	<b>COMMENTS</b> Changing Fund Number							
<b>QUARTERLY PAYMENTS</b>		Fall Quarter	Winter Quarter	Spring Quarter							
<b>MONTHLY PAYMENTS</b>											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**AWARD 2**

<b>ACCOUNT INFORMATION</b>	Account - CC - Fund - Source 7 8XXXX - XX - 00000	Award Type S = Stipend	Award Name NRSA	Authorizing Agency FG=Federal Go	Award Eligibility MD = Merit & Div	Subcode					
<b>DISBURSEMENT INFORMATION</b>	New / Revised N = NEW	Fiscal Year 2011 - 12	Total Award Amount \$38,496.00	<b>COMMENTS</b> Switched Fund Number for Appointment Period 7/2011 thru 6/2012							
<b>QUARTERLY PAYMENTS</b>		Fall Quarter	Winter Quarter	Spring Quarter							
<b>MONTHLY PAYMENTS</b>											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00

Form

Completed by Emma Star Date 6/1/2012 Phone XXXXX Email star@moonlight.ucla.edu

Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break

Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1225 Murphy Hall, Mailcode 144401. Graduate Division Use Only

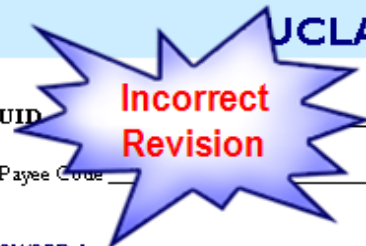
Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

# New Postdoctoral Appointment Example revision 2

- The postdoc fellow just informed you that he will not continue his appointment and will be terminating early on 4/15/2012.
  - Pro-rate his April stipend.
  - Submit a revised Form 10 to reduce April stipend to pro-rated amount.

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL



Incorrect  
Revision

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_  
 Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 8XXXX - XX - XXXXX	S = Stipend	NRSA	FG=Federal Go	MD = Merit & Div						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	R = Revised	2011 - 12	\$1,604.00	Early Termination of PD Appointment: 7/1/2011 – 4/15/2012							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 1,604.00	\$	\$

Pro-rate  
April Stipend

**AWARD 2**

ACCOUNT INFORMATION	Account - CC -	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 _____										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

By leaving July 2011 - March 2012 blank, you are instructing us to cancel the stipends for these months.

Form

Completed by Emma Star Date 4/1/2012 Phone XXXXX Email star@moonlight.ucla.edu

Department Twilight Zone Department FS Code 0000

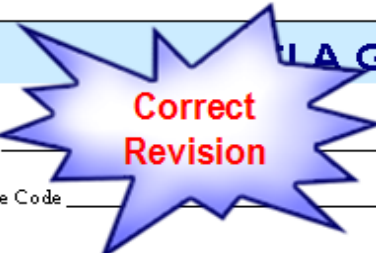
Name of Graduate Advisor, P.I., Chair or Dean Anita Break

Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1225 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL



Correct  
Revision

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_

Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 8XXXX - XX - XXXXX	S = Stipend	NRSA	FG=Federal Go	MD = Merit & Div						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	R = Revised	2011 - 12	\$30,481.00	Early Termination of PD Appointment: 7/1/2011 – 4/15/2012							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 1,604.00	\$ 0.00	\$ 0.00

**AWARD 2**

ACCOUNT INFORMATION	Account	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7_____										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Keep in mind that although you are making changes to only one month, you still need to include all the stipend in the previous months, otherwise we will cancel the stipends in the months that are left blank.

Form Completed by Emma Star Date 4/1/2012 Phone XXXXX Email star@moonlight.ucla.edu  
 Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break  
 Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only  
 Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_



# Synchronizing Postdoctoral Appointment with Form 10

- In an effort to synchronize the Form 10 to the appointment period listed on EDB, we will no longer process awards beyond the current postdoctoral appointment end date.
- Towards the end of the appointment, if the PI plans to reappoint the postdoctoral scholar, you will need to submit a Form 10 to continue the fellowship.

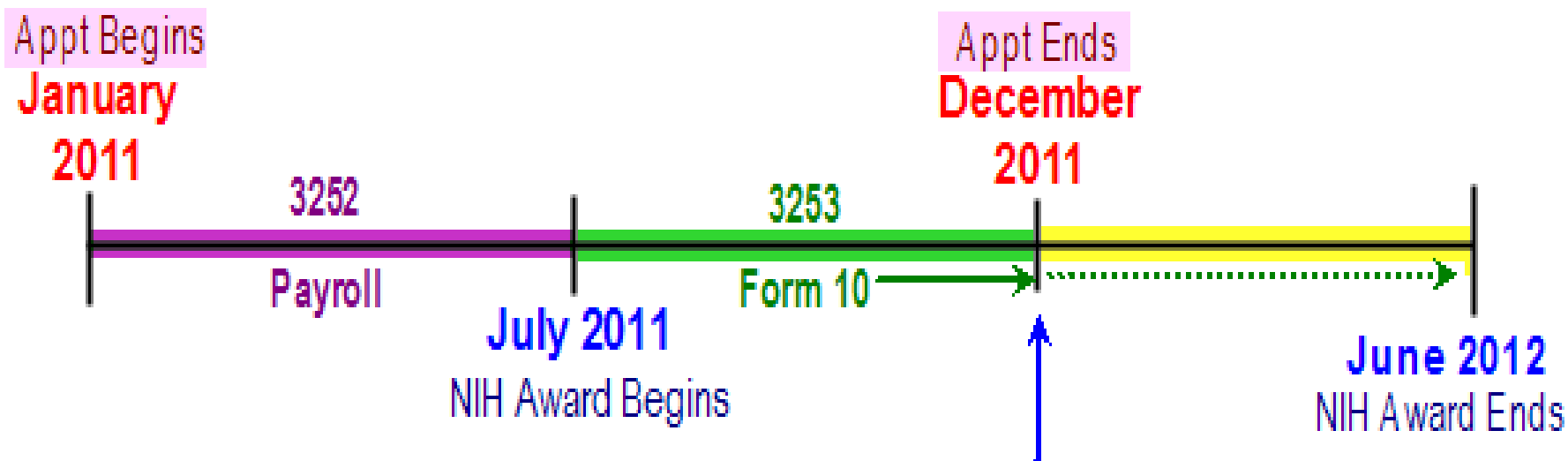
A photograph of the UCLA building, featuring a prominent tower with a clock face, set against a clear blue sky with some green trees in the foreground.

# Synchronizing Postdoctoral Appointment with Form 10

Example:

- Postdoctoral scholar had a 3252 appointment from January 1, 2011 to December 2011.
- He just got awarded a NIH award beginning 7/1/2011 to 6/30/2012.
  - Switch his appointment on EDB from 3252 to 3253.
  - Submit revision appointment paperwork to OPVSS.
  - Submit a Form 10 to begin disbursing the fellowship in July.

# Synchronizing Postdoctoral Appointment with Form 10



**\*\*\*Stipends will NOT be process beyond the PD Appointment END date. Unless reappointment paperwork has been submitted and approved, AND appointment is entered in EDB.\*\*\***

## UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_

Payee Code **P = Postdoctoral Scholar** Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 8XXXX - XX - XXXXX	S = Stipend	NRSA	FG=Federal Go	MD = Merit & Div						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
	N = NEW	2011 - 12	\$19,248.00	For Appointment Period January 2011 thru December 2011 (year 0)							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$	\$	\$	\$	\$	\$

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 _____ - _____ - _____										
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
QUARTERLY PAYMENTS		Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Although the Fellowship grant is from 7/1/2011 to 6/30/2012, we CANNOT process any stipends beyond December 2011 because the current Postdoctoral Appointment is for 1/2011 to 12/2011.

If you populate January -June, it will NOT be process. You will have to submit a revised Form 10 to include January - June when you submit the Reappointment paperwork for the postdoc in December 2011.

Form Completed by Emma Star Date 5/1/11 Phone XXXXX Email star@moonlight.ucla.edu  
 Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break  
 Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401, Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

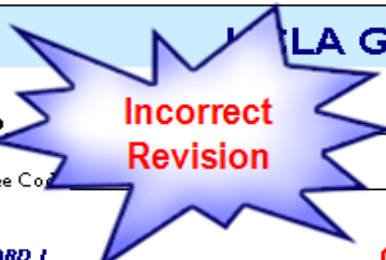


# Reappointment Form 10

## Example

- Postdoctoral Scholar was reappointed for the second year: January 2012 to December 2012.
  - According to the new pay scale, this is year I with an increase in compensation.
- Submit Form 10 to disburse fellowship for reappointment period.
  - Sample of Form 10 using same fund number.
  - Sample of Form 10 using new fund number.

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL



**Incorrect Revision**

**Same fund as year 0**

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_

Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

AWARD 1

ACCOUNT INFORMATION	Account - CC - Fund - Source	Award Type	Fund Name	Authorizing Agency	Award Eligibility	Subcode					
	7 8XXXX - XX - XXXXX	S = Stipend	NRSA	FG=Federal Go	MD = Merit & Div						
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year	Total Award Amount	COMMENTS							
1	N = NEW	2011 - 12	\$20,274.00	For Appointment Period January 2012 thru December 2012 (year 1)							
QUARTERLY PAYMENTS	Should be R = Revised	Fall Quarter	Winter Quarter	Spring Quarter							
MONTHLY PAYMENTS											
July	August	September	October	November	December	January	February	March	April	May	June
						\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00

2

3

Stipends have already been disbursed under this FAU during this fiscal year. By omitting the stipend amounts in the fields for July - December, you are instructing us to cancel the stipends for those months, in which case the fellows will have a big balance due on their BAR account.

January 2012 marks the Anniversary date for this postdoc, therefore, the salary should be increased to the next level based on the Postdoctoral Scholar Experience Based Salary/Stipend Minima, effective 6/1/2011.

AWARD 2

ACCOUNT INFORMATION	Award Name											Subcode
DISBURSEMENT INFORMATION	Comments											
QUARTERLY PAYMENTS												
MONTHLY PAYMENTS												
July	August	September	October	November	December	January	February	March	April	May	June	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	

Form

Completed by Emma Star Date 12/1/2011 Phone XXXXX Email star@moonlight.ucla.edu

Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break

Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
Graduate Student Support Office, 1225 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL

**Correct Revision**

UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_  
 Payee Code \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund - Source 7 8XXXX - XX - XXXXX			Award Type S = Stipend		Fund Name NRSA			Authorizing Agency FG=Federal Go		Award Eligibility MD = Merit & Div		Subcode
DISBURSEMENT INFORMATION	New / Revised R = Revised		Fiscal Year 2011 - 12		Total Award Amount \$39,522.00		COMMENTS For Appointment Period <b>January 2012 thru December 2012 (year 1)</b>						
QUARTERLY PAYMENTS		Fall Quarter			Winter Quarter			Spring Quarter					
MONTHLY PAYMENTS													
July	August	September	October	November	December	January	February	March	April	May	June		
\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3208.00	\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00		

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund - Source			Award Type		Fund Name			Authorizing Agency		Award Eligibility		Subcode
DISBURSEMENT INFORMATION	New / Revised		Fiscal Year		Total Award Amount		COMMENTS						
QUARTERLY PAYMENTS		Fall Quarter			Winter Quarter			Spring Quarter					
MONTHLY PAYMENTS													
July	August	September	October	November	December	January	February	March	April	May	June		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		

**Stipends for July - December has already been disbursed under this FAU and fiscal year, if you leave these months blank, we will cancel the stipends for those months.**

**This Postdoc was hired in January 2011, therefore, January 2012 is the anniversary date, which marks the next pay rate based on Postdoctoral Scholar Experience Based Salary/Stipend Minima.**  
<http://www.gdnet.ucla.edu/gss/postdoc/pdfund.htm#Compensation>

Form Completed by Emma Star Date 12/1/2011 Phone XXXXX Email \_star@moonlight.ucla.edu  
 Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break  
 Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_

Please print, obtain departmental signature, and mail or deliver completed form to:  
 Graduate Student Support Office, 1226 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_

# UCLA GRADUATE DIVISION FELLOWSHIP AWARD TRANSMITTAL



UID \_\_\_\_\_ NAME (Last, First, MI) \_\_\_\_\_ Email: \_\_\_\_\_

Payee C \_\_\_\_\_ Citizenship \_\_\_\_\_ Visa \_\_\_\_\_

Synchronizing appointment to fund applies to NIH grants as well as departmental funds.

**AWARD 1**

ACCOUNT INFORMATION	Account - CC - Fund - Source 7 8XXXX - XX - 12345	Award Type	S = Stipend	Fund Name	PI's Fund	Authorizing Agency	FG=Federal Go	Award Eligibility	MD = Merit & Div	Subcode		
DISBURSEMENT INFORMATION	New / Revised N = NEW	Fiscal Year	2011 - 12	Total Award Amount	\$20,274.00	COMMENTS	For Appointment Period January 2012 thru December 2012 (year 1)					
QUARTERLY PAYMENTS	Fall Quarter			Winter Quarter			Spring Quarter					
MONTHLY PAYMENTS	July	August	September	October	November	December	January	February	March	April	May	June
							\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00	\$ 3379.00

**AWARD 2**

ACCOUNT INFORMATION	Account - CC - Fund - Source 7 _____	Award Type		Subcode								
DISBURSEMENT INFORMATION	New / Revised	Fiscal Year		COMMENTS								
QUARTERLY PAYMENTS	Fall Quarter			Winter Quarter								
MONTHLY PAYMENTS	July	August	September	October	November	December	January	February	March	April	May	June
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

**Reminder: January 2012 marks the Anniversary date for this postdoc. You will need to increase the salary based on the Postdoctoral Scholar Experience Based Salary/Stipend Minima**

Form Completed by Emma Star Date 12/1/11 Phone XXXXX Email star@moonlight.ucla.edu

Department Twilight Zone Department FS Code 0000

Name of Graduate Advisor, P.I., Chair or Dean Anita Break

Signature of Graduate Advisor, P.I., Chair or Dean \_\_\_\_\_ Date \_\_\_\_\_


Please print, obtain departmental signature, and mail or deliver completed form to:  
Graduate Student Support Office, 1228 Murphy Hall, Mailcode 144401. Graduate Division Use Only

Graduate Division Signature \_\_\_\_\_ Date \_\_\_\_\_



# Is a GLACIER Record Required?

<b>Award Type</b>	<b>Visa Status</b>	<b>Glacier</b>	<b>Other</b>
Foreign Source Payments	All Types	No	N/A
Stipend	U.S. Citizen or National	No	N/A
Stipend	U.S. Permanent Resident, Refugee or Asylee	No	W-9 Form
Stipend	All Others	Yes	N/A



# Ruth L. Kirschstein National Research Service Awards (NRSA)

Individual NRSA Fellowships (F30, F31, F32, F33)

- Effective July 1, 2011, the UCLA Office of Research Administration (ORA) assumed primary responsibility for high level administration of NRSA applications and Individual Fellowship awards.
- Please visit the UCLA Office of Research Administration's NRSA Overview <http://www.research.ucla.edu/ocga/NRSA.htm>.
- **Termination Notices are to go to the EFM team supervisor under PI's department.** <http://www.efm.ucla.edu/>.
- If you have any questions, please contact an OCGA Grant Analyst. Select (based on your mentor's department) <http://www.research.ucla.edu/SRassn.htm>.



# Visa Information

## **UCLA Dashew Center for International Students and Scholars (DCISS)**

- International Scholars who come will be on either an H-1B or J-1 Visa, please check the links below for more information.

For J-1 Visa information:

<http://www.internationalcenter.ucla.edu/VisaServices.aspx?viewID=1&subviewID=0>

For H-1B Visa information:

<http://www.internationalcenter.ucla.edu/VisaServices.aspx?viewID=2&subviewID=1>



# Postdoctoral Scholar 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/>

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.

# PSBP Benefits Contributions

Effective January 1 2012, Postdoctoral Scholars will be required to contribute to the monthly **HMO** premiums in the following amounts:

2012: 2% of monthly health care premiums for the Postdoctoral Scholar and the Postdoctoral Scholar/child(ren); and 3% for Postdoctoral Scholar/partner, and/or Postdoctoral Scholar/family.

Monthly contributions for the **PPO** medical plan will remain at \$30 for a single postdoc, \$60 for postdoc + spouse, \$60 for postdoc + child(ren) and \$90 for family coverage.

# PSBP Benefits Contributions (continued)

2012: 2% of monthly health care premiums for the Postdoctoral Scholar and the Postdoctoral Scholar/child(ren); and 3% for Postdoctoral Scholar/partner, and/or Postdoctoral Scholar/family.

	HMO			PPO		
Coverage Level	UC	Postdoctoral Scholar	Postdoctoral Scholar % Contribution	UC	Postdoctoral Scholar	Postdoctoral Scholar % Contribution
Postdoctoral Scholar	\$385.71	\$7.87	2%	\$368.14	\$30.00	8%
Postdoctoral Scholar + Partner	\$916.30	\$28.34	3%	\$895.54	\$60.00	7%
Postdoctoral Scholar + Child(ren)	\$675.02	\$13.78	2%	\$636.76	\$60.00	9%
Postdoctoral Scholar Family	\$1,164.45	\$36.01	3%	\$1,124.36	\$90.00	8%

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# Policy on Departmental Coverage

**Effective January 1, 2012**, Postdoctoral Scholars who choose to enroll in the HMO or PPO medical, dental, and vision plans will have their insurance premiums covered in full by the sponsoring department.

- Excludes the Postdoctoral Scholars' required monthly premium contributions.
- Coverage includes Postdoctoral Scholar and eligible family members.
- UCLA is the last UC campus to adopt this practice.



# Exceptions to Departmental Coverage

Effective January 1, 2012, the cost-sharing mechanism will only be allowable when a Postdoctoral Fellow (3253) or Postdoctoral Paid-Direct (3254):

- Has a funding source that designates or allows health benefits to be charged to her/his research or institutional allowance
- The funding source is insufficient to cover the complete costs of the HMO or PPO premiums.

In these instances the sponsoring department will be responsible for covering the remaining cost and the Postdoctoral Scholar and department will need to complete the [cost-sharing form](#).

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# Health Benefits (continued)

- Garnett-Powers & Associates
  - [www.garnett-powers.com/postdoc](http://www.garnett-powers.com/postdoc)
  - Toll-free Customer Service: **1-800-254-1758**
  - E-mail : [PSBP@garnett-powers.com](mailto:PSBP@garnett-powers.com) (attention Lisa Walters)

Contact Garnett-Powers for all questions about PIE, open enrollment, benefits coverage, and related topics.



# Health Benefits (continued)

PSBP Benefits Charges are made by the Campus Human Resources Benefits Office

- Oletha Brown                      Manager                      794-8579
- David Jenkins                      Analyst                      794-8121

Contact the CHR Benefits office with questions about health benefits charges to the department or the Postdoctoral Scholar.



# Tax Information

- PDS Benefits are tax reportable income when a PDS does **not** have an employee title (3252)
  - Nonresidents for tax purposes:
    - Are billed for the taxes on this income.
    - Income is reported at year end on Form 1042-S
  - US Residents for Tax Purposes:
    - Are expected to report income on their own.
- Correct PDS appointments must be entered into EDB in a timely manner as it affects the calculation of taxable income for fellows and paid directs.
- **Contact Mike Sattin at [msattin@finance.ucla.edu](mailto:msattin@finance.ucla.edu) or x75774 with tax and Glacier questions.**



# Tax Information (continued)

How Postdoctoral Scholars enter the Relationship and Income Type on GLACIER.

## **3252: Postdoc Employees:**

- RELATIONSHIP WITH UCLA: Employee: Postdoctoral Scholar
- INCOME TYPE: Employee: Wages/Salary/Income

## **3253: Postdoc Fellow:**

- RELATIONSHIP WITH UCLA: Scholarship/Fellowship: Postdoctoral Scholar/Visiting Scholar
- INCOME TYPE: Scholarship/Fellowship: Other

## **3254: Postdoc Paid Direct**

- RELATIONSHIP WITH UCLA: Scholarship/Fellowship: Postdoctoral Scholar/Visiting Scholar
- INCOME TYPE: Scholarship/Fellowship: Taxable Post doc Benefits

In cases where a PDS have more than one appointment title code, s/he enters both employee and scholarship/fellowship income types. Contact Mike Sattin with all tax-related questions.

# Tax Information (continued)

Postdoctoral Scholar	Taxability of Benefits	Benefits Paid by the University Subject to Withholding for:		Benefits Paid by the University Reported on:	
		Federal Tax	State Tax	Federal Form	State Form
Employee – Citizen (1)	No	No	No	---	---
Employee – Nonresident Alien (2)	No	No	No	---	---
Fellow - Citizen	Yes	No	No	---	---
Fellow – Nonresident Alien (3)(4)	Yes	Yes	No	1042-S	592-B
Paid Direct – Citizen	Yes	No	No	---	---
Paid Direct – Nonresident Alien (3)(4)	Yes	Yes	No	1042-S	592-B

(1) Imputed income due to the coverage of a domestic partner will be reported on the Form W-2 of the Postdoctoral Employee.

(2) Imputed income due to the coverage of a domestic partner will be reported on the Form 1042-S of a nonresident alien Postdoctoral Employee who is eligible to claim a tax treaty benefit; if not, the income is reported on a Form W-2.

(3) Imputed income due to the coverage of a domestic partner will be reported on the Form 1042-S and Form 592-B of a nonresident alien Postdoctoral Fellow or Paid Direct.

(4) If the individual is from a country that has entered into a tax treaty with the U.S. and that treaty contains an exclusion for fellowship payments, the individual is not subject to tax on the benefits, including domestic partner benefits, and no income tax withholding is required. The amount of the benefits is reported, however, on Form 1042-S and Form 592-B.



# Retirement

- Postdoctoral Scholar Employees (title code 3252) do contribute to the University of California Defined Contribution Plan (DCP) as “Safe Harbor” participants. (This means that while Postdoc Employees do pay into the DCP, they do not pay into Social Security.) The DCP mandatory contribution is approximately 7.5% of salary and automatically defaults to the UC Savings Fund.
- Postdoctoral Scholars Employees have the option of redirecting their contributions to other UC or Fidelity Funds. Postdoctoral Scholar Employees also have the option to enroll in the 403(b) and/or the 457(b) Retirement Savings Plans.

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# Retirement (continued)

## **Postdoctoral Fellows/Paid-Directs** (title codes 3253 and 3254)

- Fellows and Paid Directs without a concurrent Postdoctoral Scholar Employee appointment (3252) are not eligible for participation in the UC Retirement Plan, (UCRP), the University of California Defined Contribution Plan (DCP), or the 403(b) and/or the 457(b) Retirement Savings Plans. Fellowship money cannot be tapped for contributions to the above plans.
- Fellows and Paid Directs are advised to consult with a financial adviser about non-employer retirement savings options.

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# Housing

- PDS completes the online [Housing Services](#) application and pays a non-refundable fee to apply for University Housing.
- **Note:** if PDS is applying for housing before having a University ID (UID), click the Temporary ID link to apply with a temporary housing logon ID. (Current UCLA PDS use BOL account to log on to the application form.)
- PDS provide Housing Services with either a copy of the OPVSS Notice of Appointment or an Offer Letter on UCLA departmental letterhead (only for incoming postdoctoral scholars using a temporary housing ID).
- Off-Campus Housing: The [Community Housing Office](#) provides assistance with locating housing near UCLA.
- <http://www.grad.ucla.edu/gss/postdoc/pdhousing.htm>



# Additional Postdoctoral Services

- [Postdoctoral Scholar Orientations](#) (next: June 21)
- Administrators workshop
- Deferment of student loans
- Certificates of Postdoctoral Study
- Assistance with housing requests
- Chancellor's Award for Postdoctoral Research & Postdoctoral Scholars Reception
- Online directory of active appointments



# EDB Training

To sign up for our updated-hands on EDB training please contact:

Mike Flaxman ([mflaxman@grad.ucla.edu](mailto:mflaxman@grad.ucla.edu))

To find our latest EDB presentation, please visit

<http://www.grad.ucla.edu/gss/postdoc/pdsedbworkshop.pdf>



# Online Directory

<http://www.grad.ucla.edu/gss/postdocdir/default.asp>

- Only scholars with active appointment dates are included in this directory.
- Searchable by Department or by Name
- The information listed is the following:

**Name**

**E-mail**

**Department**

**Field of Study**

**Appointment End Date**

**PhD/MD Institution**

**Faculty Sponsor**



**Thank you for attending!**

**Questions?**