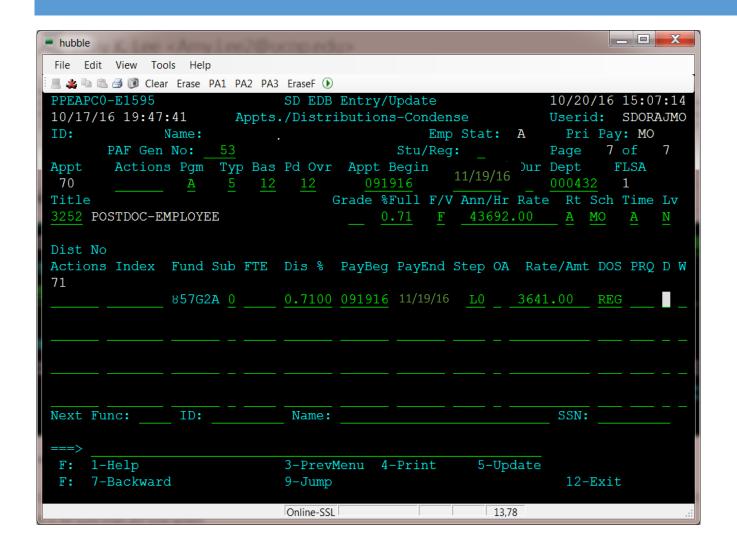
PPS ENTRY FOR NEX POSTDOCS

BIWEEKLY CONVERSION INSTRUCTIONS

Jennifer Oh jenn@ucsd.edu (858) 534-6632

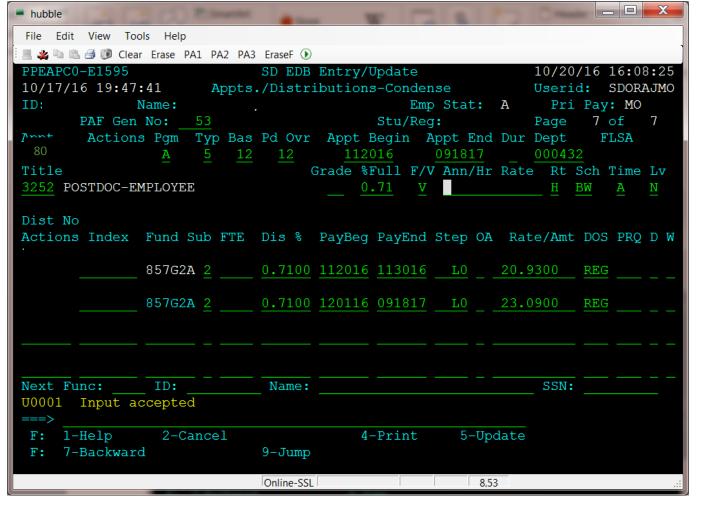


Step 1 – End monthly appointment



- 1. End the current appointment on 11/19/16.
- 2. End the current distribution on 11/19/16.

Step 2-Add new biweekly appointment



Appointment Line

- 1. TC: 3252 for now\3255 in January 2017
- 2. F/V: F (fixed) or V (variable)
- 3. Rt: H (hourly)
- 4. Sch: BW (biweekly)
- Time: A (positive reporting)

Distribution Line

- 1. Add 2 distribution lines
- 2. Enter index
- 3. Sub: 2 (positive reporting)
- 4. Dist Line 1: add pay period 11/20-11/30/16 at current rate converted to hourly.
- 5. Dist Line 2: add pay period 12/1/16 to end of appointment at new 12/1/16 hourly rate.
- 6. Update
- 7. F10 Comment: "Part time postdoc under DOL salary threshold. Requires FLSA code override from 1 to 2 because 3255 not available."
- 8. Send PAN to Jmoh@ucsd.edu

New Salary Scales

Table 23N
Non-Exempt Postdoctoral Scholar - Employee
Experience-Based <u>Hourly</u> Rate Minimum

Fiscal Year

Experience Level	11/20/16	12/1/16*
Level 0 (0 - 11 months)	20.93	23.09
Level 1 (12 - 23 months)	21.77	24.10
Level 2 (24 - 35 months)	22.64	24.97
Level 3 (36 - 47 months)	23.55	25.97
Level 4 (48 - 59 months)	24.49	27.00
Level 5 (60 - 71 months)	25.46	28.05

Associated titlecode will be 3255 Postdoctoral Scholar-Employee NEX

^{*}Conversion is annual rate divided by 2088 hours.