

PPS ENTRY FOR NEX POSTDOCS

BIWEEKLY CONVERSION INSTRUCTIONS

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UC San Diego
Postdoctoral and
Visiting Scholar Affairs

Step 1 – End monthly appointment

```
hubble
File Edit View Tools Help
Clear Erase PA1 PA2 PA3 EraseF
PPEAPC0-E1595 SD EDB Entry/Update 10/20/16 15:07:14
10/17/16 19:47:41 Appts./Distributions-Condense Userid: SDORAJMO
ID: Name: Emp Stat: A Pri Pay: MO
PAF Gen No: 53 Stu/Reg: Page 7 of 7
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Dur Dept FLSA
70 A 5 12 12 091916 11/19/16 000432 1
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
3252 POSTDOC-EMPLOYEE 0.71 F 43692.00 A MO A N

Dist No
Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
71
857G2A 0 0.7100 091916 11/19/16 L0 3641.00 REG

Next Func: ID: Name: SSN:

===>
F: 1-Help 3-PrevMenu 4-Print 5-Update
F: 7-Backward 9-Jump 12-Exit

Online-SSL 13.78
```

1. End the current appointment on 11/19/16.

2. End the current distribution on 11/19/16.

Step 2-Add new biweekly appointment

```

hubble
File Edit View Tools Help
Clear Erase PA1 PA2 PA3 EraseF
PPEAPC0-E1595 SD EDB Entry/Update 10/20/16 16:08:25
10/17/16 19:47:41 Appts./Distributions-Condense Userid: SDORAJMO
ID: Name: Emp Stat: A Pri Pay: MO
PAF Gen No: 53 Stu/Reg: Page 7 of 7
Appt Actions Pgm Typ Bas Pd Ovr Appt Begin Appt End Dur Dept FLSA
80 A 5 12 12 112016 091817 000432
Title Grade %Full F/V Ann/Hr Rate Rt Sch Time Lv
3252 POSTDOC-EMPLOYEE 0.71 V H BW A N
Dist No
Actions Index Fund Sub FTE Dis % PayBeg PayEnd Step OA Rate/Amt DOS PRQ D W
857G2A 2 0.7100 112016 113016 L0 20.9300 REG
857G2A 2 0.7100 120116 091817 L0 23.0900 REG
Next Func: ID: Name: SSN:
U0001 Input accepted
===>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 7-Backward 9-Jump
Online-SSL 853
  
```

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)
5. 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 Hourly 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

*Conversion is annual rate divided by 2088 hours.

Associated titlecode will be 3255 Postdoctoral Scholar-Employee NEX