PPS ENTRY FOR NEX POSTDOCS

BIWEEKLY CONVERSION INSTRUCTIONS

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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)
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**

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

*Conversion is annual rate divided by 2088 hours.

Associated titlecode will be 3255 Postdoctoral Scholar-Employee NEX