Hiring Transactions for GSR Fellow or Positions

A new job aid providing detailed guidance on the proper set up of Postdoc positions is available in the UCPath UPK's - <u>Job Aid: GSR and GSR Fellow or Trainee Job Setup - Payroll Components.</u> The following guidance is to supplement this job aid, providing detail on entering the proper data points into **Position** and **Hire** transactions.

GSR Position Set Up:

The Grade input on GSR positions differs by Employee and Supplement versus Fellow and Trainee job codes.

- GSR Employee and Supplement positions are set up with the Grade 1.
- GSR Fellow and Trainee positions require the department to select the Grade that aligns with the experience level of the incumbent that will be Hired into that position: (TF1, TF2, TF3, TF4, TF5, or TF6).

GSR Hire:

The following data points are set up in the **Job Compensation – Pay Components** section of the **Hire** transaction:

Job Code/Title	Comp	Compensation Rate	Comp Freq	Job Comp
	Rate Code			Freq
003284 – GSR-Employee	UCANNL	Annual Rate (e.g. \$65,000)	A (Annual)	UC_FY
003141 – GSR-Fellow	UCPDMO	Monthly Rate (e.g. \$5,000)	M (Monthly)	UC_FY
003151 – GSR Trainee	UCPDMO	Monthly Rate (e.g. \$5,000)	M (Monthly)	UC_FY
003160 – GSR Supplement*	UCANNL	Annual Rate (e.g. \$65,000)	A (Annual)	UC_FY

Note – the GSR Employee set up requires step entry to derive the correct Comp Rate Code and Compensation Rate; the Fellow and Trainee have no step entry and require manual entry of the Comp Rate Code and Compensation Rate.

GSR Employee Example:

The Step is input and derives the Comp Rate Code and Compensation Rate.



GSR Fellow or Trainee Example:

The Comp Rate Code and Compensation Rate are *manually* entered (no step entry).



Multiple Jobs GSR Fellow or Trainee AND GSR Supplements* (Effective 10/1/23):

NOTE: Departments should first consult with the Graduate Division to determine if the trainee/fellowship award meets the definition of the Trainee or Fellow categories as defined under the Recognition Article of the <u>GSR (BR) labor</u> <u>contract</u> before initiating the hiring process in UCPath.

If the Fellow or Trainee payment falls below the GSR CBU salary requirements, two records are input in UCPath:

- One GSR Fellowship (003141) or GSR Trainee (003151) position, and
- One GSR Trainee/Fellow Supplement (003160) position.

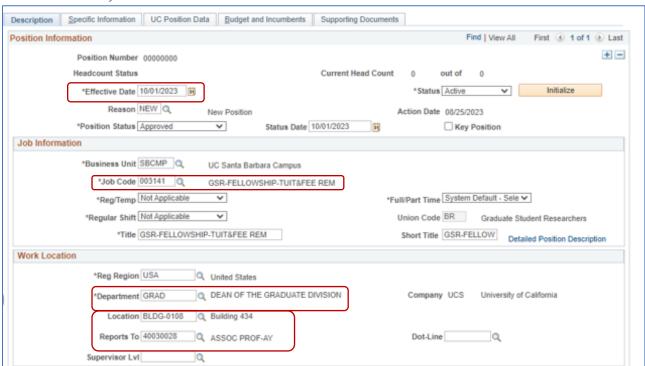
Departments should work with the Graduate Division regarding Fellowship/Trainee support amounts; determine the experience-based salary point associated with the employee; and calculate the FTE associated with the Supplement appointment. The Trainee/Fellow Position will then have an FTE assigned so that the two combined appointments equal 50%. Position Control transactions to create or update positions can be initiated in UCPath, and Hire's processed according to the standard UCPath processes. Position and Hire transactions attributes related to these positions are highlighted below.

Please see <u>ASE Transaction Resources</u> on AP's website for links to all UCPath transactional job aids and resources to assist with transaction processing details.

Position Overview

Description Tab

Position and Job Information



- Effective Date should be on or before the start of the new appointment.
- Input the Fellow (003141), Trainee (003151), or Supplement (003160) Job Code
- Input the Department Code.
- Location and Reports To should be input to provide accurate data for AB119 compliance.

Salary Admin Plan and Grade (Fellow/Trainee Differs from Supplement)

Fellow or Trainee Job Codes



- Salary Admin Plan is T022.
- Grade aligns with employee experience based salary point (step entry) on Supplement (TF1-6)

Supplement Job Code



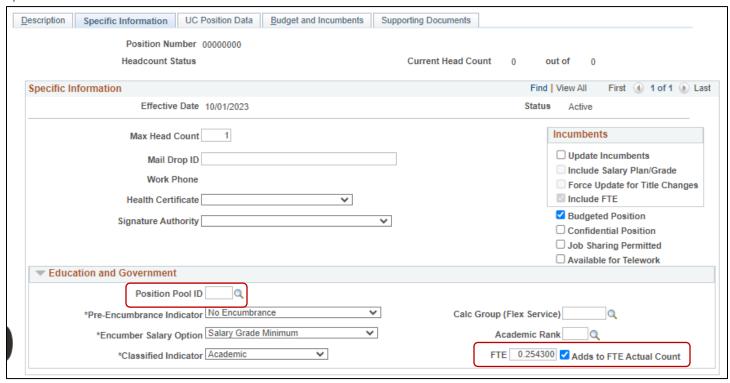
- Salary Admin Plan is T022.
- Grade is 1.

FLSA Status



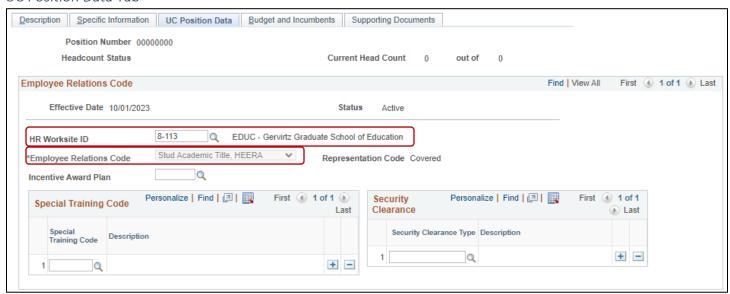
FLSA Status defaults to Exempt.

Specific Information Tab



- FTE input per calculation (total FTE between Fellow/Trainee and Supplement equals 50% or 0.5)
- Adds to FTE Actual Count checkbox is checked (total FTE across positions will calculate in Job Data).
- Position Pool ID can be input, if Work Study applies.

UC Position Data Tab



- HR Worksite ID is input based on Department Code to initiate I9 process upon Hire.
- Employee Relations Code will auto-populate as Student Academic Title, HEERA

Hiring Transaction Overview

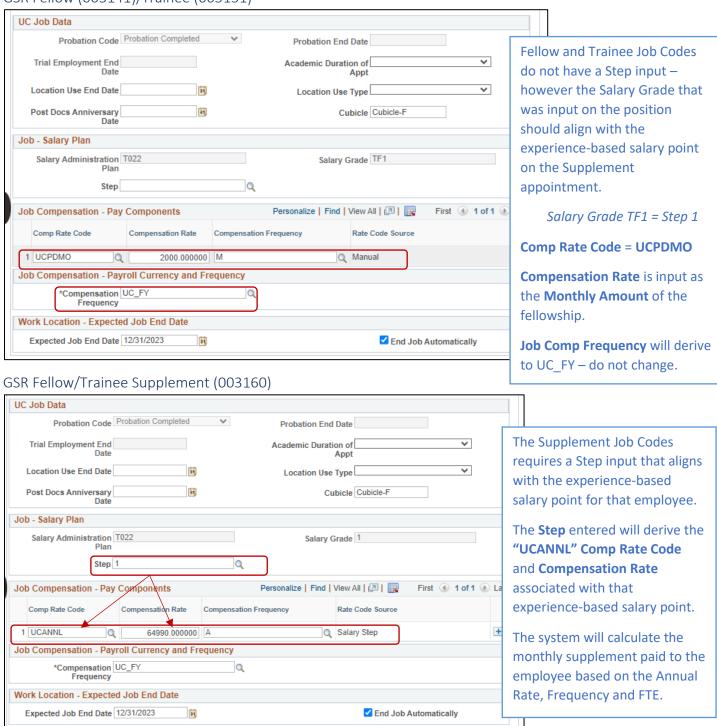
Hire transactions follow the normal process to determine the appropriate Hire template and Action Reason. Data entry also follows the standard process. **Note: The Job Compensation Pay Components between the two Job Codes differ.**

The **Cubicle** is input to align with AB119 requirements (office or cubicle of the employees physical work location).

The **Expected Job End Date** is the end of the existing appointment approval.

The **End Job Automatically** box is checked so the record auto-terminates at the end of the appointment.

GSR Fellow (003141)/Trainee (003151)



^{*}Questions on Fellow/Trainee fund sources should be sent to Grad Div. Questions on Fund Entry transactions should be submitted to BFS via <u>ServiceNow</u>.