

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 - [Job Aid: GSR and GSR Fellow or Trainee Job Setup - Payroll Components](#). 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 Rate Code	Compensation Rate	Comp Freq	Job Comp 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.

Step 1

Job Compensation - Pay Components				Personalize Find View All First 1 of 1 Last
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source	
1 UCANNL	61080.000000	A	Salary Step	+

GSR Fellow or Trainee Example:

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

Job Compensation - Pay Components				Personalize Find View All First 1 of 1 Last
Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source	
1 UCPDMO	5000.000000	M	Manual	+ -

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 [GSR \(BR\) labor contract](#) 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 [ASE Transaction Resources](#) 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

The screenshot shows the UCPATH Position Information form with the following fields highlighted in red boxes:

- Effective Date:** 10/01/2023
- Job Code:** 003141 (GSR-FELLOWSHIP-TUIT&FEE REM)
- Department:** GRAD (DEAN OF THE GRADUATE DIVISION)
- Location:** BLDG-0108 (Building 434)
- Reports To:** 40030028 (ASSOC PROF-AY)

Other visible fields include: Position Number (00000000), Headcount Status, Current Head Count (0 out of 0), Reason (NEW), Position Status (Approved), Status Date (10/01/2023), Business Unit (SBCMP), Title (GSR-FELLOWSHIP-TUIT&FEE REM), Reg Region (USA), and Company (UCS).

- **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

The screenshot shows a 'Salary Plan Information' form with the following fields: 'Salary Admin Plan' set to 'T022', 'Grade' set to 'TF1', and 'Step' set to an empty field. Below these are 'Standard Hours' (0.00) and 'Work Period' (Weekly). A table below shows days of the week (Mon-Sun) with input boxes. To the right is a table of 'Salary Grade' and 'Description' with entries TF1 through TF6, all labeled 'GSR Trainee-Fellow 1' through '6'. A red box highlights 'T022' and 'TF1', with an arrow pointing from 'TF1' to the 'TF1' entry in the table.

Salary Grade	Description
TF1	GSR Trainee-Fellow 1
TF2	GSR Trainee-Fellow 2
TF3	GSR Trainee-Fellow 3
TF4	GSR Trainee-Fellow 4
TF5	GSR Trainee-Fellow 5
TF6	GSR Trainee-Fellow 6

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

Supplement Job Code

The screenshot shows a 'Salary Plan Information' form with 'Salary Admin Plan' set to 'T022' and 'Grade' set to '1'. 'Standard Hours' is 9.83 and 'Work Period' is Weekly. A table below shows days of the week (Mon-Sun) with values 1.97 for Mon-Fri and empty for Sat-Sun.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1.97	1.97	1.97	1.97	1.97		

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

FLSA Status

The screenshot shows a form with 'FLSA Status' set to 'Exempt' and 'Bargaining Unit' set to '8888'. There are also fields for 'Updated on' and 'Updated By'.

FLSA Status defaults to Exempt.

Specific Information Tab

Description | **Specific Information** | UC Position Data | Budget and Incumbents | Supporting Documents

Position Number 00000000
 Headcount Status Current Head Count 0 out of 0

Specific Information Find | View All First 1 of 1 Last
 Effective Date 10/01/2023 Status Active

Max Head Count
 Mail Drop ID
 Work Phone
 Health Certificate
 Signature Authority

Incumbents
 Update Incumbents
 Include Salary Plan/Grade
 Force Update for Title Changes
 Include FTE
 Budgeted Position
 Confidential Position
 Job Sharing Permitted
 Available for Telework

Education and Government
 Position Pool ID
 *Pre-Encumbrance Indicator No Encumbrance
 *Encumber Salary Option Salary Grade Minimum
 *Classified Indicator Academic
 Calc Group (Flex Service)
 Academic Rank
 FTE Adds to FTE Actual Count

- **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

Description | Specific Information | **UC Position Data** | Budget and Incumbents | Supporting Documents

Position Number 00000000
 Headcount Status Current Head Count 0 out of 0

Employee Relations Code Find | View All First 1 of 1 Last
 Effective Date 10/01/2023 Status Active

HR Worksite ID EDUC - Gervitz Graduate School of Education
 *Employee Relations Code Stud Academic Title, HEERA Representation Code Covered
 Incentive Award Plan

Special Training Code Personalize | Find | First 1 of 1 Last

Special Training Code	Description
1	

Security Clearance Personalize | Find | First 1 of 1 Last

Security Clearance Type	Description
1	

- **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)

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1 UCPDMO	2000.000000	M	Manual

Fellow and Trainee Job Codes do not have a Step input – however the Salary Grade that was input on the position should align with the experience-based salary point on the Supplement appointment.

Salary Grade TF1 = Step 1

Comp Rate Code = UCPDMO

Compensation Rate is input as the **Monthly Amount** of the fellowship.

Job Comp Frequency will derive to UC_FY – do not change.

GSR Fellow/Trainee Supplement (003160)

Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source
1 UCANNL	64990.000000	A	Salary Step

The Supplement Job Codes requires a Step input that aligns with the experience-based salary point for that employee.

The **Step** entered will derive the **"UCANNL" Comp Rate Code** and **Compensation Rate** associated with that experience-based salary point.

The system will calculate the monthly supplement paid to the employee based on the Annual Rate, Frequency and FTE.

*Questions on Fellow/Trainee fund sources should be sent to Grad Div. Questions on Fund Entry transactions should be submitted to BFS via [ServiceNow](#).