

Hiring Transactions for Postdoc Paid Direct and Fellow 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: Postdoc Job Setup for Multiple Concurrent Jobs \(Postdoc plus non-Postdoc Job\)](#). The following guidance is to supplement this job aid, providing detail on entering the proper data points into Hire transactions.

Single Job Postdoc Hire:

Postdocs hired into one position should use the following data points in the **Job Compensation – Pay Components** section of the **Hire** transaction:

Job Code/Title	Comp Rate Code	Compensation Rate	Compensation Frequency
003252 – Postdoc-Employee	UCANNL	Annual Rate (e.g. \$65,000)	A (Annual)
003253 – Postdoc-Fellow	UCFELL	Annual Rate (e.g. \$65,000)	A (Annual)
003254 – Postdoc-Paid Direct	UCDPDP	Annual Rate (e.g. \$65,000)	A (Annual)

Single Job Postdoc Paid Direct Example:

The screenshot shows the 'Job Compensation - Pay Components' interface. It has a table with four columns: 'Comp Rate Code', 'Compensation Rate', 'Compensation Frequency', and 'Rate Code Source'. The first row contains the following data: '1' in the first column, 'UCDPDP' in the second, '65000.000000' in the third, 'A' in the fourth, and 'Manual' in the fifth. There are search icons next to the 'Comp Rate Code' and 'Compensation Frequency' fields.

**Note: the Comp Rate Code and Compensation Rate fields are entered by the transaction initiator. The Compensation Frequency field is auto-derived based on the Comp Rate Code used, and should not be overwritten by the transactor.*

Multiple Jobs Postdoc Fellow or Paid Direct AND Postdoc Employee:

The Postdoc Employee set up within the Hire transaction matches the [Single Job Postdoc Hire](#) using the **Comp Rate Code** of **UCANNL** and **Compensation Rate** at the annual rate (e.g. \$60,000), as shown above. The Fellow or Paid Direct set up within the Hire transaction differs to reflect monthly codes and rates, as follows:

Job Code/Title	Comp Rate Code	Compensation Rate	Compensation Frequency
003253 – Postdoc-Fellow	UCFELM	Monthly Rate (e.g. \$4,000)	M (Monthly)
003254 – Postdoc-Paid Direct	UCPDMO	Monthly Rate (e.g. \$4,000)	M (Monthly)

Multiple Jobs Postdoc Fellow Example:

The screenshot shows the 'Job Compensation - Pay Components' interface. It has a table with four columns: 'Comp Rate Code', 'Compensation Rate', 'Compensation Frequency', and 'Rate Code Source'. The first row contains the following data: '1' in the first column, 'UCFELM' in the second, '4000.000000' in the third, 'M' in the fourth, and an empty field in the fifth. There are search icons next to the 'Comp Rate Code' and 'Compensation Frequency' fields. A pop-up window titled 'Job Compensation - Payroll Currency and Frequency' is open, showing a search field with 'UC_FY' entered.

**Note: the Comp Rate Code and Compensation Rate fields are input by the transaction initiator.*

- *The Compensation Frequency field is auto-derived based on the Comp Rate Code used*
- *the Job Compensation–Payroll Currency & Frequency is auto-derived based on the Job Code*

*Both of the Frequency fields in the Hire transaction **should not** be overwritten by the transactor.*

Specific questions regarding the use of these codes and rates in Hire transactions can be sent to ap-path@ucsb.edu.