

**Requirements: One Time Program that Identifies
Description of Service Codes Associated with Postdoctoral
Scholar Title Codes
SR 16937**

University of California
Office of the President
Payroll Coordination
~~September 15, 2004~~
October 21, 2004 |

To comply with Academic Personnel Policy 390, some campuses have established individuals in the Postdoc-Fellow and Postdoc-Paid Direct title codes that became active on July 1, 2003. At that time, campuses did not have any restrictions on the Description of Service (DOS) codes that could be used with the Postdoctoral Scholar Title Codes. In Service Request 16933, requested modifications to the Payroll/Personnel System (PPS) included the use of specific DOS codes with each of the Postdoc titles.

This set of requirements asks for a one-time program that will assist campuses with the identification of those individuals with Postdoc title codes and incompatible DOS codes, Time Report Codes, and zero anticipated Time fields. This one-time should select all individuals on the Employee Data Base with Employment Status Codes not equal to “S” who have a current or future appointment that contains a Postdoc title code (3252, 3253, or 3254).

The Postdoc title codes and associated values are as follows:

| Title Code | Title | Allowed Description of Service Code | Allowed Time Report Code | Anticipated Time |
|------------|--|-------------------------------------|--------------------------|--------------------------------|
| 3252 | Postdoc-Employee | REG | A, E, P, R, T, Z | Greater than .01.00 |
| 3253 | Postdoc-Fellow, Citizenship Status Code “C, <u>P</u> or R” | FEN, PDD, PDW | A, E, P, R, T, W, Z | Greater than .01.00 |
| 3253 | Postdoc-Fellow, Citizenship Status Code “A, E, F, N, <u>P</u> , S, or X” | FEL, PDD, PDW | A, E, P, R, T, W, Z | Greater than .01.00 |
| 3254 | Postdoc-Paid Direct | PDW | W | Greater than .01.00 |

When an individual has an appointment with the title code 3252, 3253, or 3254, the individual must have an anticipated Appointment Time percent greater than ~~.01.00 (one hundredth of a percent)~~.

When an individual has an appointment with the title code 3252, the distribution cannot have the DOS codes FEN, FEL, PDD, or PDW.

When an individual with the Citizenship Status Code “C, P or R” has an appointment with the title code 3253, the distribution should have FEN, PDD, or PDW in the DOS field.

When an individual with the Citizenship Status Code “A, E, F, N, P, S, or X” has an appointment with the title code 3253, the distribution should have FEL, PDD, or PDW in the DOS field.

When an individual has an appointment with the title code 3254, the distribution should have PDW in the DOS field.

When the DOS is PDW, the appointment should have a “W” in the Time Reporting Code field.

When an individual with the Citizenship Status Code “A, E, F, N, S, or X” has an appointment with the title code 3253 or title code 3254, the Tax Treaty Income Code must be 15.

The Insurance Reduction Indicator for a Postdoc-Fellow (TC 3253) and a Postdoc-Paid Direct (TC 3254) must be N.

If the individual’s record does not meet the above criteria, the one-time should record the individual’s data on a file to be distributed to the locally designated office. This file should be made available to the locally designated office as a tab-delimited file.

This file should include the following data elements:

| Description | Data Element |
|----------------------------------|-----------------|
| Department Code-Appt/Translation | EDB 2032 |
| Name | EDB 0105 |
| Identification Number | |
| Citizenship Code | EDB 0109 |
| Appointment Number | EDB 2001 |
| Time-Appointment (Anticipated) | EDB 2012 |
| Time Report Code | EDB 2017 |
| Title Code | EDB 2006 |
| Distribution Number | EDB 2041 |
| Description of Service Code | EDB 2056 |
| <u>Tax Treaty Code</u> | <u>EDB 1170</u> |
| <u>Insurance Reduction Code</u> | <u>EDB 0299</u> |

Campuses should have the ability to produce a paper copy of the file. The one-time program should sort the data on the paper report first by Appointment Department Code, then in alphabetical order by name. The report is not a turn-around document.

Campuses should have the ability to run this one-time program on multiple occasions after the implementation of the PPS modifications for Postdoctoral Scholars so that departments can clean-up the Postdoc data.

Standard Headings

One-Time Identification of Incompatible DOS Codes and Postdoc Title Codes

Appointment Department Number/Translation

| Name | ID # | Cit Code | Appt # | % | Time Rpt | Title Code | Distr # | DOS |
|--------------|-----------|----------|--------|------|----------|------------|---------|-----|
| Smith, Barry | 919191919 | C | 10 | 1.00 | A | 3254 | 11 | REG |
| | | | 20 | 0.00 | N | 3253 | 25 | BYA |
| Wilde, Oscar | 818181818 | R | 90 | 0.25 | P | 3252 | 91 | FEL |