

UCI School of Medicine

Office of Academic Affairs

Postdoc Appointment Overview

August 2021

School of Medicine Academic Affairs

Geoffrey Abbott, PhD
Mohammad Helmy, MD
Kyoko Yokomori, PhD

Senior Associate Dean, Academic Personnel
Associate Dean for Academic Affairs/Non-Senate
Associate Dean for Academic Affairs/Senate

Jami Holland
(Vacant)

Director, Academic Affairs
Assistant Director, Academic Affairs

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Robin Weirich
Maral Dakessian
Elizabeth Jurado
Chanthou Sung
Thuy Vu
Sonha Castelli
TJ Kennedy

Academic Affairs Dean's Level Review Analyst
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Academic Affairs Administrative Specialist

Resources

- Academic Personnel Website (Postdocs): <https://ap.uci.edu/postdoc/>
 - Forms and Checklists
 - Anniversary Date Changes
 - Salary Scales
 - Layoff / RIT
 - FAQ's

- Postdoc Contract: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html>

Postdoc Titles

- (3252) Postdoc Employee – Paid by UC Irvine payroll; funds may come from PI's own grants, but paycheck is derived from UC Irvine Payroll
- (3253) Postdoc Fellow – Paid by UC Irvine payroll, but appointments are funded by training fellowships and grants. File must include agency fund letter
- (3254) Postdoc Paid-Direct – Comes with his/her own funds, paid directly by an extramural agency & not through the UC Payroll System. Unit must supplement pay below the minimum thresholds. Must include agency letter (English translation & currency conversion to USD, if applicable)
- (3255) Postdoc Employee NEX – Not a commonly used title, contact Dean's Analyst for more info
- (3256) Postdoc Interim – Not a commonly used title, contact Dean's Analyst for more info

Postdoc Salary Scales

- New Rates Published in February 2021

Appointment Step for Postdoctoral Scholar Experience Level	Minimum Salary/Stipend Rates Paid for Experience Level			Minimum Salary/Stipend Rates Paid for Experience Level		
	3/1/2020		2/9/2021	2/1/2021		2/7/2021
	<u>Annual</u>	<u>Monthly</u>	<u>Non-Exempt Hourly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Non-Exempt Hourly</u>
Level 0 (0 – 11 months)	\$53,460	\$4,455.00	\$25.61	\$54,540	\$4,545.00	\$26.13
Level 1 (12 – 23 months)	\$55,596	\$4,633.00	\$26.63	\$56,712	\$4,726.00	\$27.17
Level 2 (24 – 35 months)	\$57,456	\$4,788.00	\$27.52	\$58,608	\$4,884.00	\$28.07
Level 3 (36 – 47 months)	\$59,580	\$4,965.00	\$28.54	\$60,780	\$5,065.00	\$29.11
Level 4 (48 – 59 months)	\$61,800	\$5,150.00	\$29.60	\$63,036	\$5,253.00	\$30.19
Level 5 (60 – 71 months) *	\$64,008	\$5,334.00	\$30.66	\$65,292	\$5,441.00	\$31.28

**Appointment to Postdoctoral Scholar, Experience Level 5, is by exception.*

Salary Scale Reminders

- New minimums apply to Postdocs who are newly hired, reappointed, or whose anniversary date falls on or after February 1 or February 7, 2021.
- Current Postdocs with anniversary date before February 1, 2021 will continue to be subject to the 2020 rates until reappointment or anniversary date.
- Multi-year appointments with anticipated anniversary dates after 2/1/2021 who are already entered in UC Path, need updated rates.

Above Scale Increases

- Once postdoc is appointed at or above the appropriate experience rate, future appointments must be to at least the appropriate experience based salary/stipend rate.
- If a Postdoc's salary/stipend is above the appropriate experience level on reappointment (or on their anniversary date for those with multi-year appointments), the Postdoc shall receive an increase to at least the minimum next experience level or at least a two percent (2%) increase, whichever is greater.
 - Example:
Appointment at Lv-0 from 1/9/20 – 1/8/21 pay at \$61,308
Reappointment at Lv-1 from 1/9/21 – 1/8/22 pay at \$62,534*

* Reminder, postdoc 'Level' refers to experience not pay rate.

Anniversary Dates

- Anniversary date triggers yearly benefits for postdoc in payroll
- Please ensure this is being updated on forms and in UC Path accurately
- Change in Anniversary Date can occur when a postdoc switches:
 - Title Name and Job Code
 - Principal Investigators
 - Departments, Labs, or Campuses

Reappointment Tips

- Always refer to the personnel file to research anniversary date, appointment terms, experience level and salary.
- Check payroll to ensure start/end dates accurately reflect the initial appointment and forms being submitted.
- If initial appointment is delayed or if visa end dates are applicable, short extension is required to bridge the gap from initial end date/visa end date □ current anniversary date.
- Complete forms thoroughly & accurately including:
 - Prior Months Count
 - Anniversary Date
 - Current/Proposed Appointment
 - New Anniversary Date (if applicable)
 - Reappointment Terms of Service

Reappointment Terms

- Postdoc - Employees (title code: 3252) are entitled to at least 1 two-year reappointment. Subsequent reappointments shall be for a minimum of one year.

- Exceptions if one or more of the following conditions exist:
 - Project ending
 - PI changing
 - Less than 2 years of funding
 - Eligibility for work authorization (visa) ending
 - Maxed out postdoc service
 - Already had a 2-year appointment

Extension Example

- ❑ Initial Appt 2/14/20 - 2/13/21 at Lv-0 (7 months prior experience)
- ❑ Postdoc arrived for late start on 2/21/20, but revision never processed
- ❑ 2-yr Reappointment submitted (w/ new anniversary date):
 - ❑ 2/21/21 – 2/20/22 at Lv-1
 - ❑ 2/21/22 – 2/20/23 at Lv-2

UCI IRVINE		UCPath Job Distribution Report															Run Date/Time: 02/19/2021 5:06:26 PM								
DECISION SUPPORT		IAPT/IDOC By Employee															Page #: 1 of 7								
Employee: [REDACTED] UCINetID: [REDACTED]																									
Job #:	0	Job Code:	003252 - POSTDOC-EMPLOYEE		Grade:	L1	Emp Class:	23	Off Scale Flag:	N	e-Verify:	Annual Rate:		\$52,896.00											
Position:	40287276	Comp Rate:	\$4,408.00	FTE:	1	FN:	X	Comp Freq:	UC_FY	Step #:	0	Job Effective Date:	05/20/2020	Annual Rate x FTE:	\$52,896.00										
Job Entry Date:	02/21/2020	Indicator:	P	FLSA:	Exempt	LV:	ACFYPDOC	Pay Freq:	M	Employee Status:	A	HR Status:	A	Org Instance Hire Date:	02/21/2020										
Expected End Date:	02/13/2021	Department:	IR7471 - BIOLOGICAL CHEMISTRY		Union/Rep Code:	PXC	Pay Group:	9AC	Reports To:	10282742 - Kessenbrock,Kai (kai.kessenbrock@uci.edu)															
Job Auto Term Flag:	N																								
Fiscal Year	Date Added	Budget Level Indicator	Distribution Percent	Funding Effective Date	Funding End Date	Earn Code	Earn Code Description	Position Pool ID	KFS Org	KFS Org Name	KFS Account	KFS Account Name	KFS Sub Account	KFS Sub Account Name	UC Account	UC Account Name	UC Fund	UC Fund Name	Fund Cap Type Effective Date	Fund Cap Type	Fund Cap Type Description	Fund Cap Rate	Fund e-Verify Flag	KFS Project	KFS Project Name

- ❑ Submit extension with Reappointment to bridge gap from end date to anniversary date

Examples Cont.

1 Extension

Current Appointment:							
Level	Title(s):	Percent Time	Annual Salary	Monthly Salary	Begin Date	End Date	
320	3252 Postdoc Scholar-Employee	100	\$52,896	\$4,408.00	2/21/20	2/13/21	
Total number of months of eligible postdoctoral training prior to proposed appointment: <u>19</u>							
Proposed Appointment: for proposed appointments greater than 1 year make sure you account for the change in exp. level and salary when entering the data below							
The appointment length for Postdoctoral Scholar Fellows & Paid Directs must match the length of funding. If funding does not meet the salary minimum, a supplement may be needed.							
Level	Title(s):	% Time	Annual Salary	Monthly Salary	Begin Date	End Date	Account/Fund Information
320	3252 Postdoc Scholar-Employee	100	\$52,896	\$4,408.00	2/21/20 2/14/21	2/20/21	FG2166/PG12247

Current Appointment:							
Level	Title(s):	Percent Time	Annual Salary	Monthly Salary	Begin Date	End Date	
320	3252 Postdoc Scholar-Employee	100	\$52,896	\$4,408.00	02/21/2020	02/20/2021	
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Level	Title(s):	% Time	Annual Salary	Monthly Salary	Begin Date	End Date	Account/Fund Information
321	3252 Postdoc Scholar-Employee	100	\$58,608	\$4,884.00	2/21/21	2/20/22	FG2166/PG12247
322	3252 Postdoc Scholar-Employee	100	\$60,780	\$5,065.00	2/21/22	2/20/23	FG2166/PG12247
				= 43 Months			

2 Reappointment

Special Situations

- Postdocs appointed beyond 60 months
- Level 5 is granted by exception only from the Vice Provost
- Required materials:
 - Reappointment File
 - Memo (signed by PI and Chair) – Include justification for going beyond 60 months, # of total months and time period for extension.
- Postdoc Layoff, Corrective Action or Dismissals – consult with your SOM Dean's analyst

Questions?

