

Job Aid: Postdoc Job Setup for Multiple Concurrent Jobs (Postdoc plus non-Postdoc Job)

Overview

Postdocs are generally appointed **1.0 FTE** (100%), either in a single Postdoc job code (Postdoc Employee, Fellow or Paid Direct) or in a combination of Postdoc job codes that add up to **1.0 FTE**.

Occasionally, Postdocs may be appointed with split FTE in a concurrent non-Postdoc academic or staff job code. For example, Postdocs who teach part-time are appointed to an appropriate instructional job code (usually a Lecturer job code), with their Postdoc FTE reduced accordingly. The appointment, Comp Rate Code, Comp Frequency, and FTE setup used will vary depending on whether the Postdoc is a Postdoc Employee, Fellow or Paid Direct, or some combination of the three.

- ⚠ **Benefits:** Depending on the FTE of the concurrent jobs, Postdocs may become eligible for faculty/staff benefits or Postdoc benefits, but they can only belong to one benefits program. Departments should contact UCPath or their local benefits office to confirm which benefits program the Postdoc is eligible for and should ensure that the Postdoc understands their eligibility and benefit options.
- ⚠ **Lecturer in Summer Session appointments:** When a Postdoc is appointed as a Lecturer in Summer Session (paid By Agreement), the FTE of the Postdoc appointment should be reduced appropriately to account for the effort of the Lecturer in Summer Session appointment, according to campus guidelines.

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Multiple Concurrent Jobs: Postdoc Employee

Postdoc Employee and Lecturer

The individual has a Postdoc Employee job along with a Lecturer job. When a Postdoc Employee holds a concurrent part-time non-Postdoc job, the FTE and monthly pay on the Postdoc job is reduced accordingly.

Job A: Postdoc Employee

Job B: 50% Lecturer AY 1/9

Example: A Postdoc Employee (Job Code: 003252, **Job A** in the table below) with 4 years of experience is paid \$63,036/year (experience-based rate for experience level 4/Grade L4 as of 2/1/2021). Individual is concurrently appointed as a lecturer AY 1/9 (Job Code: 001632, **Job B** in the table below) at a rate of \$62,232/year at 0.50 FTE. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	\$63,036	003252	UCANNL	\$63,036.00	A	0.5000	\$2,626.50	UC_FY	T023	L4	_AC, _M7, _M8, _M9
Job B	\$62,232	001632	UCANNL	\$62,232.00	A	0.5000	\$3,457.33	UC_9M	T15A	I	_AC, _M7, _M8, _M9

⚠ When a postdoc (fiscal year title) holds a concurrent academic year title, UCPath will need to reflect the concurrent title arrangement during the title's academic year pay period (not during the service period).

- Do not add JED. The earnings codes will be set based on the derived pay groups
- **Job A** and **Job B** combined FTE is **1.0**, FTE should add to but not exceed **1.0**
- Use comp rate code **UCANNL**, the Comp Frequency code will derive to **A**. FTE is applied when calculating the monthly compensation rates for the **UCANNL** comp rate code.

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- **Job A** (003252 Postdoc Employee) FTE is reduced from **1.0** to **0.50** FTE
 - Monthly Compensation Rate = (Comp Rate ÷ 12) x FTE; Example: $(\$63,036.00 \div 12) \times 0.50 = \$2,626.50$
- **Job B** (001632 Lecturer AY 1/9) is at **0.50** FTE
 - Monthly Compensation Rate = (Comp Rate ÷ 9) x FTE; Example: $(\$62,232.00 \div 9) \times 0.50 = \$3,457.33$
- Sum of Monthly Compensation Rates = $\$2,626.50 + \$3,457.33 = \$6,083.83$

Multiple Concurrent Jobs: Postdoc Fellow or Paid Direct, with or without Supplement

- ⚠ The guidelines outlined below show the correct method for entering concurrent jobs with Postdoc Fellow or Paid Direct job codes. This method ensures accurate recording of the monthly rate of pay from external funding.
- ⚠ The Postdoc Employee supplement to bring the salary rate up to the UC experience-based rate should NOT be set up as Additional Pay. Setting it up as Additional Pay may result in incorrect payments and incomplete data showing on reports.
- ⚠ A Postdoc Fellow's full fellowship/trainingship award may or may not continue in full during concurrent non-postdoc titles. Several common fellowships are reduced if the recipient receives support outside of the fellowship, accepts concurrent employment and/or is performing less than full-time research. The initiator should verify the fellow/paid direct funding amount per the terms and conditions of the fellowship/trainingship award before proceeding

When a Postdoc, Fellow or Paid Direct, with or without a supplement paid on a Postdoc Employee job code, holds a concurrent part-time, non-Postdoc appointment, the combined FTE of all concurrent Postdoc jobs is reduced accordingly.

- First, determine the FTE of the concurrent part-time non-Postdoc appointment
- Then subtract that FTE from **1.0**. The remainder will be the FTE for Postdoc appointment
 - Ensure that the combined FTE adds up to **1.0** and does not exceed **1.0**
 - The comp rate code **UCFELM** should be used for the Postdoc Fellow appointment, or **UCPDMO** for a Postdoc Paid Direct; the Comp Frequency Code will derive to **M**

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⚠ The FTE is not applied when calculating monthly compensation rates for the **UCFELM** and **UCPDMO** comp rate codes.

The monthly compensation rate, whether it is kept the same or reduced, according to the terms and conditions of the award, must be calculated manually and entered into UCPath. The monthly fellowship or paid direct amount will not be affected by the change in FTE.

Postdoc Fellow (no supplement) and Lecturer

Job A: Postdoc Fellow with extramural funding in excess of UC experience-based rate

Job B: Lecturer AY 1/9 at **0.50** FTE

Example: Postdoc Fellow (Job Code: 003253) with 2 years of experience; extramural funding, or the reduced amount required by the terms of the award due to concurrent employment, is \$60,000/year. This is more than the experience-based rate for Experience Level 2/Grade 2 (\$58,608), so no supplement is needed. Individual is concurrently appointed as a lecturer AY 1/9 (Job Code: 001632, **Job B** in the table below) at a rate of \$62,232/year at 0.50 FTE. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	\$60,000	003253	UCFELM	\$5,000.00	M	0.5000	\$5,000.00	UC_FY	T023	L2	_PF or _M5
Job B	\$62,232	001632	UCANNL	\$62,232.00	A	0.5000	\$3,457.33	UC_9M	T15A	I	_AC, _M7, _M8, _M9

- Do not add JED. The earnings codes will be set based on the derived pay groups
- **Job A** and **Job B** combined FTE is **1.0**. FTE should add to, but not exceed, **1.0**
- Use comp rate code **UCANNL** for **Job B**. The Comp Frequency code will derive to **A**. FTE is applied when calculating the monthly compensation rates for the **UCANNL** comp rate code.
- **Job A** (003253 Postdoc Fellow) FTE is reduced from **1.0** to **0.50**

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- Because Comp Rate Code **UCFELM** is used, the Monthly Compensation Rate is not affected by the reduced FTE; it remains the same as the Comp Rate, which is 1/12 of the annual fellowship funding
- **Job B** (001632 Lecturer AY 1/9) appointment is at **0.50** FTE
 - Monthly Compensation Rate = (Comp Rate ÷ 9) x FTE; Example: (\$62,232.00 ÷ 9) x 0.50 = \$3,457.33
- Sum of Monthly Compensation Rates = \$5,000.00 + \$3,457.33 = \$8,457.33

Postdoc Fellow + Postdoc Employee Supplement + Lecturer:

Job A: Postdoc Fellow

Job B: Supplement – Postdoc Employee

Job C: Lecturer AY 1/9 at **0.33** FTE

Example: Postdoc Fellow (Job Code: 003253) with 3 years of experience; extramural funding is \$35,000/year or the reduced amount required by the terms of the award due to concurrent employment. This is less than the prorated experience-based rate for Experience Level 3/Grade L3: (\$60,780 x 0.67 FTE=\$40,722.60). A supplement paid on the Postdoc Employee job code is needed. Individual is concurrently appointed as a lecturer AY 1/9 (Job Code: 001632, **Job C** in the table below) at a rate of \$62,232/year at 0.3333 FTE. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	\$35,000	003253	UCFELM	\$2,916.67	M	0.5758	\$2,916.67	UC_FY	T023	L3	_PF or _M5
Job B	\$60,780	003252	UCANNL	\$60,780	A	0.0909	\$460.41	UC_FY	T023	L3	_AC, _M7, _M8, _M9
Job C	\$60,714	001632	UCANNL	\$60,714	A	0.3333	\$2,248.44	UC_9M	T15A	I	_AC, _M7, _M8, _M9

- Do not add JED. The earnings codes will be set based on the derived pay groups

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- Combination of **Job A** and **Job B** is reduced to **0.6667** FTE so total FTE does not exceed **1.0**.
- **Job A, Job B, and Job C** combined FTE is **1.0**
- FTE for **Job A** (003253 Postdoc Fellow) = (Annual Fellowship Rate) ÷ (Postdoc Employee Annual Rate); Example: FTE for **Job A** = \$35,000 ÷ \$60,780 = 0.5758. Adjust balance of FTE as necessary to ensure that the combined annualized rate for the Postdoc jobs will meet the experience-based salary rate.
 - Because Comp Rate Code **UCFELM** is used, the Monthly Compensation Rate is not affected by the reduced FTE; it remains the same as the Comp Rate, which is 1/12 of the annual fellowship funding
- FTE for **Job B** (003252 Postdoc Employee) = (Postdoc Combined FTE Max) – (**Job A** FTE); Example: 0.6667 - 0.5758 = 0.0909
 - Monthly Compensation Rate = (Comp Rate ÷ 12) x FTE; Example: (\$60,780 ÷ 12) x 0.0909 = \$460.41
- **Job C** (001632 Lecturer AY 1/9) appointment is at **0.3333** FTE
 - Monthly Compensation Rate = (Comp Rate ÷ 9) x FTE; Example: (\$60,714.00 ÷ 9) x 0.3333 = \$2,248.44
- Sum of Monthly Compensation Rates = \$2,916.67 + \$460.41 + \$2248.44= \$5,625.52

Postdoc Paid Direct + Postdoc Employee Supplement and Senior Statistician:

Job A: Postdoc Paid Direct

Job B: Supplement – Postdoc Employee

Job C: Senior Statistician (Staff Job Code) **0.25** FTE

⚠ Check with appropriate campus offices regarding possible limitations within the terms and conditions of extramural funding awards and/or campus policies governing concurrent Postdoc/staff jobs for Postdocs on extramural funding.

Example: Postdoc Paid Direct (Job Code: 003254) with 4 years of experience; extramural funding is \$45,000/year. This is less than the prorated experience-based rate for experience Level 4/Grade L4 (\$63,036 x 0.7500 FTE=\$47,277). A supplement paid on the Postdoc Employee job code is needed. Individual is concurrently appointed as a Senior Statistician (Job Code 007212), **Job C** in the table below at a rate of \$75,000/year at 0.2500 FTE. Use the following setup in UCPath:

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Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	\$45,000	003254	UCPDMO	\$3,750.00	M	0.7138	\$3,750.00	UC_FY	T023	L4	_PD or _P5
Job B	\$63,036	003252	UCANNL	\$63,036	A	0.0362	\$190.16	UC_FY	T023	L4	_AC, _M7, _M8, _M9
Job C	\$75,000	007212	UCANNL	\$75,000	A	0.2500	\$1,562.50	UC_FY	PS	5	ME

- Do not add JED. The earnings codes will be set based on the derived pay groups
- Combination of **Job A** and **Job B** is reduced to **0.7500** FTE
- **Job A, Job B, and Job C** combined FTE is **1.0**
- FTE for **Job A** (003254 Postdoc Paid Direct) = (Annual Paid Direct Rate) ÷ (Postdoc Employee annual rate); Example: \$45,000 ÷ \$63,036 = 0.7139
 - Because Comp Rate Code **UCPDMO** is used, the Monthly Compensation Rate is not reduced by the reduced FTE, it remains the same as the Comp Rate, which is 1/12 of the Annual Paid Direct funding
- FTE for **Job B** (003252 Postdoc Employee) = Postdoc Combined FTE Max - **Job A** FTE; Example: 0.75 - 0.7139 = 0.0361
 - Adjust balance of FTE as necessary to ensure that the combined annualized rate for the Postdoc jobs will meet the experience-based salary rate. In this case, increasing FTE to 0.0362 will ensure that the experience-based minimum is met. Reduce FTE on the Postdoc Paid Direct job accordingly
 - Monthly Compensation Rate = (Comp Rate ÷ 12) x FTE; Example: (\$63,036 ÷ 12) x 0.362 = \$190.16
 - Total Monthly Compensation rate of Postdoc jobs = \$3750.00 + \$190.16 = \$3,940.16; \$3,940.16 x 12 = \$47,281.92
- **Job C** (007212 Senior Statistician) appointment is at **0.2500** FTE
 - Monthly Compensation Rate = (Comp Rate ÷ 12) x FTE; Example: (\$75,000 ÷ 12) x 0.25 = \$1,562.50
- Sum of Monthly Compensation Rates = \$3,750.00 + \$190.16 + \$1,562.50 = \$5,502.66

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Postdoc Paid Direct (no supplement) and Senior Statistician:

Job A: Postdoc Paid Direct

Job B: Senior Statistician (Staff Job Code) **0.25** FTE

⚠ Check with appropriate campus offices regarding possible limitations within the terms and conditions of extramural funding awards and/or campus policies governing concurrent Postdoc/staff jobs for Postdocs on extramural funding.

Example: Postdoc Paid Direct (Job Code: 003254) with 4 years of experience; extramural funding is \$60,000/year. This is more than the prorated experience-based rate for experience level 4/Grade L4 (\$63,036 x 0.75 FTE=\$47,277). A supplement is not needed at the reduced FTE. Use the following setup in UCPath:

Job	Annual Rate	Job Code	Comp Rate Code	Comp Rate	Comp Freq	FTE	(Monthly) Comp Rate	Job Comp Freq	Sal Admin Plan	Grade	Pay Group
Job A	\$60,000	003254	UCPDMO	\$5,000.00	M	0.7500	\$5,000.00	UC_FY	T023	L4	_PD or _P5
Job B	\$75,000	007212	UCANNL	\$75,000	A	0.2500	\$1,562.50	UC_FY	PS	5	ME

- Do not add JED. The earnings codes will be set based on the derived pay groups
- **Job A** and **Job B** combined FTE is **1.0**
- FTE for **Job B** (007212 STATISTICIAN SR) = 0.2500
 - Monthly Compensation Rate = (Comp Rate ÷ 12) x FTE; Example: (\$75,000 ÷ 12) x 0.25 = \$1,562.50
- FTE for **Job A** (003254 Postdoc Paid Direct) = **0.7500** FTE (1.0 - FTE of Sr. Statistician job: Example: 1-0.2500 = 0.7500)
 - Because Comp Rate Code **UCPDMO** is used, the Monthly Compensation Rate is not reduced by the reduced FTE, it remains the same as the Comp Rate, which is 1/12 of the annual extramural funding (Paid Direct) rate.
- Sum of Monthly Compensation Rates = \$5,000.00 + \$1,562.50 = \$6,562.50