

**GUIDELINES FOR POSTDOCTORAL SCHOLAR SALARY SETTING/INCREASES  
 AND INSTRUCTIONS FOR PAYROLL TRANSACTIONS  
 February 2014**

HR Shared Services is pleased to share new Guidelines for Postdoctoral Scholar Salary Setting and updated instructions for postdoctoral scholar payroll transactions. The guidelines and payroll instructions are intended to facilitate consistency in postdoctoral scholar salary setting and payroll transactions as part of the Academic Process Improvements in the [updated Service Partnership Agreements](#). To develop the guidelines and payroll resources, HR Shared Services examined current practices across the service centers, obtained clarification of the salary agreement from University of California, Office of the President Legal Council and the UCSF Graduate Division Post Doc Office.

*Objectives:*

- Standardize guidance for postdoctoral scholar salary setting and increases
- Provide instructions and procedures for postdoctoral scholar payroll transactions
- Provide postdoctoral scholar payroll training to HR staff and departments

*Outcomes:*

- ✓ [Standardized guidelines for Postdoctoral Scholar Salary increases](#)
  - The guidelines provide an interpretation of the postdoctoral scholar contract requirements for salary increases in one document for HR staff to ensure consistent application.
  - The guidelines are available to department for reference and planning.
- ✓ Provide [instructions and procedures](#) for postdoctoral scholar payroll transactions
  - As of February 2014, we have clarified keying instructions with the University of California Office of the President Payroll Office
  - Payroll keying instructions will be updated again after the conversion of the Chart of Accounts to include updated payroll fields (estimated to be completed by April/May 2014)
- ✓ Provide postdoctoral scholar payroll training to HR staff and departments
  - Training will be held for HR staff during March 2014 to refresh past training and review the salary setting guidelines and payroll procedures.
  - HR Service Centers are available to provide training to departments according to department interests/needs.

*Participants:*

- Esther Carter, Director of Service Center E, UCSF HR
- Esther Carmona, Transaction Services Manager, UCSF HR
- Postdoctoral Scholar Work Group, Christine Des Jarlais, Assistant Dean, Graduate Division; Amy Tom, Academic Manager UCSF HR; Shirley McFadden, Academic Manager UCSF HR; Stefanie Sheridan, Academic Manager UCSF HR; and Jenny Schreiber, Director of Shared Services UCSF HR
- UCOP and UCSF Labor and Employee Relations
- Controller's Office Payroll