New Postdoctoral Scholar (3253/3254) DOS Codes

In order to meet contract union dues/agency fees requirements, two DOS codes were created in January 2011:

PFE – PDS Fellow External Pay (title code 3253)

PDE – PDS Paid-Direct Ext Pay (title code 3254)

For complete instructions on how to add the PDE/PFE distribution, please refer to http://www.gdnet.ucla.edu/gss/postdoc/pdpxunionduesinst.pdf.
Title Codes 3253/3254 in EDB Distribution DOS code requirements

**3253- Fellows must have:**

- PDW DOS code
  - For imputed income purposes
- PFE DOS code
  - For union dues/fees deductions

**3254- Paid-Directs must have:**

- PDW DOS code
  - For imputed income purposes
- PDE DOS code
  - For union dues/fees deductions
Adding a PDW and PDE/PFE Distribution for Title Codes 3253/3254

When creating a Postdoc (title code 3253/3254) appointment in EDB please do the following to add PDW and PDE/PFE distribution line:

**Step I**
1. Go into EAPP
2. Change the rate code on the appointment to (A).
3. Add or update the PDW distribution.
4. F9 and update the transaction(s).

**Step II**
5. In EAPP change the rate code on the appointment to (B).
6. Add or update the PDE/PFE distribution.
7. Note: PDE/PFE distribution line must include the exact amount of compensation the Postdoctoral Scholar is receiving from their fellowship/outside funding source
8. F9 and update the transactions.
Example of IAPP for 3253 only

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>3253</td>
</tr>
<tr>
<td>Dep</td>
<td>POSTDOC-FELLOW</td>
</tr>
<tr>
<td>Bgn Dt</td>
<td>09/07/10</td>
</tr>
<tr>
<td>End Dt</td>
<td>09/06/11</td>
</tr>
<tr>
<td>Dur</td>
<td>0:00</td>
</tr>
<tr>
<td>C = Covered (dues/fees deducted)</td>
<td></td>
</tr>
</tbody>
</table>
Example of IAPP for 3254

C = Covered (no dues/fees deducted)
Separation Bundle for Title Codes 3253/3254

- In order to process the separation bundle (SEPR) please do the following:

1. Go to the SEPR bundle, enter the separation data.
2. On the appointment for title code 3254/3253 change the rate code to (A).
3. Complete the separation bundle.
4. F9 and update the transaction(s).
5. Follow the instructions on how to calculate and process the final pay and deductions for the Postdoc at (http://www.gdnet.ucla.edu/gss/postdoc/pdpxunionduesinst.pdf).
Questions...

For Policy:
• Office of Postdoctoral & Visiting Scholar Services
  (310) 825-4247

OASIS PPS or Web EDB Application Processing:
• Payroll Services Hotline (310) 794-8752