

Postdoctoral Research Fellow (PSTDF) document instructions

As of 1 July 2008, all postdoctoral research scholars will be handled by OVPR. Currently there are two documents available on the OVPR web site to help with this new process.

The new policy and procedures document that outlines the new positions, time limits, compensation recommendations, roles and responsibilities

http://www.ovpr.uga.edu/forms/Postdoc_Policy_Final_20080701.pdf

A 2-page fillable pdf consisting of the new approval workflow for postdoctoral research appointments and the routing form for requesting and filling these positions

<http://www.ovpr.uga.edu/docs/forms/research/Postdoctoral-Workflow.pdf>

Creating a Postdoctoral Research Fellow document using WebDFS:

1. When you create the document use the short title of PSTDF for Postdoctoral Research Fellow use “L A” for the position number and occurrence. (Note that the Position department must be the same as the account paying the stipend.)
2. On the Employee Information:
 - a. Wage Type should be Exempt
 - b. Payroll Status must be Stipend Only
 - c. UGA Percent Time must be ZERO – unless they hold another position

Employment History	Employment History Date	Payroll Status	UGA % Time	Wage Type
▼		Stipend Only ▼	0.0	Exempt ▼

3. On the Filled Position:
 - a. Appointment Dates use 07/01/08 to 06/30/09
 - b. Percent Time must be blank
 - c. Contract Code must be blank
 - d. Job Class Code – 22091 for Postdoctoral Research Fellow
 - e. Salary Dates and Annual Salary must be blank

Entry Detail										
Position				Appt. Begin Date (mm dd yyyy)	Appt. Begin Hour	Appt. End Date (mm dd yyyy)	Appt. End Hour	Percent Time	Contract Code	
552	PSTDF	L	A	07/01/2008		06/30/2009	8		▼	
Job Class	Job Class Description				Position Title			Faculty Rank	Faculty Rank Title	
22091	POSTDOCTORAL RESEARCH FELLOW				POSTDOCTORAL RESEARCH FELLOW					
Salary/Supplement										
Seq	Begin Date (mm/dd/yyyy)	Begin Hour	End Date (mm/dd/yyyy)	End Hour	Annual Salary	Supplement Code	Supplement Amount	Clear Row		
						▼		Clear		
						▼		Clear		

4. On Payroll Authorization page:
 - a. Object Code must be **77000**
 - b. Account department number paying the stipend must be the same as the Position department
 - c. Leave the Calc Rev Bud/Rev EFT field on 'System'
 - d. Revised EFT must be zero

Entry Detail									
Seq	Account	Object Code	Current EFT	Current Budget	Change EFT	Change Amount	Revised EFT	Revised Budget	Calc RevBud / RevEFT
1	1064GA552000	77000						3090	System ▾

- e. Pay Auth Dates use monthly dates 07/01/08 to 12/31/08 and 01/01/09 to 06/30/09
- f. Pay Auth Rate use amount to be paid each month

Entry Detail									
Seq	Account	Object Code	Current EFT	Current Budget	Change EFT	Change Amount	Revised EFT	Revised Budget	Calc RevBud / RevEFT
1	1064GA552000	77000						3090	System ▾

	From Date (mm/dd/yyyy)	From Hour	To Date (mm/dd/yyyy)	To Hour	Rate	Back Pay	Clear Row
Pay Auth. 1	07/01/2008		12/31/2008	8	250	<input type="checkbox"/>	Clear
Pay Auth. 2	01/01/2009		06/30/2009	8	265	<input type="checkbox"/>	Clear
Pay Auth. 3						<input type="checkbox"/>	Clear

5. On Reason Code page:
 - a. Choose reason code Q-other
6. On Budget Amendment page:
 - a. Do NOT prepare a budget amendment with the personnel
 - b. If a budget amendment is needed then do a budget amendment ONLY document to move the money. Be sure to use object code **77000** with the PSTDF position.
7. When you are finished with the document, validate it. If you get a validation error "Paytype was not set for this document" please call the WebDFS support line at 706-542-6763 and the DFS team will set the Paytype (since the contract code must be blank).
8. Example of personnel:

EMPLOYEE PERSONNEL REPORT										UNIVERSITY OF GEORGIA									
DOCUMENT NO.		PAGE		DATE		FY		DEPARTMENT PHONE		COLLEGE OR DIVISION		UGA EMPLOYMENT HISTORY				PAY TYPE			
552570017		1 of 1		08/08/2008		09		5426763				<input type="checkbox"/> (C) CURRENT <input type="checkbox"/> (P) PREVIOUS DATE <u> / / </u>				M			
DEPARTMENT / PROJECT				PRI DEPT		HIGH DEGREE		INSTITUTION		YEAR		UGA % TIME		ACTION MO DA YR					
DEPARTMENTAL FINANCIAL SYSTEMS				552		PHD						0 000		07/01/2008					
SOC. SEC. NUM.		LAST NAME		FIRST NAME/INITIAL		MIDDLE NAME/INITIAL		SUFFIX				<input checked="" type="checkbox"/> (5) STIPEND ONLY							
XXX-XX-1111		DOE		JOHN								<input checked="" type="checkbox"/> (E) EXEMPT <input type="checkbox"/> (N) NON-EXEMPT <input type="checkbox"/> (T) TIPPED							
HOME STREET OR ROUTE NO. (LINE 1)				NON-WORK PHONE		BIRTH DATE		SPOUSE'S NAME		CHAIR		<input checked="" type="checkbox"/> (M) MALE <input type="checkbox"/> (S) SINGLE <input type="checkbox"/> (Y) FACULTY RANK							
111 COLLEGE AVENUE												<input type="checkbox"/> (F) FEMALE <input checked="" type="checkbox"/> (M) MARRIED <input checked="" type="checkbox"/> (N) NON-FACULTY							
HOME STREET OR ROUTE NO. (LINE 2)				UNIVERSITY PHONE		CITIZEN OF		I-9		VISA		COUNTY		<input checked="" type="checkbox"/> (1) WHITE <input type="checkbox"/> (3) ORIENTAL/ASIAN <input type="checkbox"/> (5) HISPANIC					
						United States								<input type="checkbox"/> (2) BLACK <input type="checkbox"/> (4) AMERICAN INDIAN <input type="checkbox"/> (6) MULTIRACIAL					
HOME CITY		STATE		ZIP + 4		UNIVERSITY BLDG. NAME		BLDG NO/FLOOR/RM				<input type="checkbox"/> (7) - NATIVE HAWAIIAN/OTH PAC ISLAND <input type="checkbox"/> (9)							
ATHENS		GA		30601		BUSINESS SERVICES		0110 / / 0B22A											
FOR PAYROLL DEPT USE ONLY										COOP. EXT. EMPLOYEES ONLY					PAYROLL PAYMENT DISTRIBUTION				
FED EIM		STATE EIM		OASDI		RETIRE		GDCP		COUNTY MONEY (PER PAY PERIOD)		UGA SALARY		-		<input checked="" type="checkbox"/> (1) DEPARTMENT DISTRIBUTION CODE 100			
				HI		EIC						COUNTY MONEY		-					
TOTAL										TOTAL		-							
TRX	HOME DEPT	SHORT TITLE	POSN NO.	APPT. BEGIN MO DA YR HR	APPT. END MO DA YR HR	JOB CLASS CODE	POSITION TITLE				POS % TIME	C FULL TIME N	ANNUAL SALARY	S C	SUPPLEMENT AMOUNT				
	552	PSTDF LA		07 01 08 0 0	06 30 09 8 0	22091	POSTDOCTORAL RESEARCH FELLOW				0 00000								
PAYROLL AUTHORIZATION																			
TRX	HOME DEPT	SHORT TITLE	POSN NO.	ACCOUNT	FISCAL YEAR EFT BUDGET		FROM THRU	MO DA YR HR		MO DA YR HR		AMOUNT PER PAY PERIOD / HOURLY RATE							
	552	PSTDF LA		1064GA552000	3090			07 01 08 0 0		01 01 09 0 0		12 31 08 8 0 06 30 09 8 0							
								250 00		265 00									
TOTALS								250 00		265 00									
REASON CODES																			
(Q) Other PSTDF - POSTDOCTORAL RESEARCH FELLOW																			