

POSTDOCTORAL SCHOLAR REQUEST FORM (PRF) – INSTRUCTION SHEET

INSTRUCTIONS

This instruction sheet describes what needs to be completed in each section of the “*Postdoctoral Scholar Request Form (PRF)*”. If you have any questions or concerns, please contact your HR Partner. Not sure who your HR Partner is? Please [use this link](#) to find out what Region supports your department/unit and visit the corresponding [Region website](#) to locate your supporting HR Partner.

1. **CANDIDATE INFORMATION** – Required information about the candidate (soon to be Postdoctoral Scholar).
 - a. **Name (Last, First)** – Enter the Postdoctoral Scholars legal name formatted Last, First.
 - b. **Department** – List the hiring department/unit in this field. Typically, wherever the funding is housed is considered the hiring department. The hiring department also determines the HR Region the appointment will be processed.
 - c. **Email** – List the Postdoctoral Scholar’s e-mail address that will be used initially to communicate.
 - d. **Supervisor/PI** – List the supervisor/PI that is requesting (and/or funding) the Postdoc appointment.
 - e. **Visa Not Required** – Check this box if a Visa is not required for this appointment. If checked off, please leave the “Visa Type” and “Visa Status” fields blank.
 - f. **Visa Type** – List the type of Visa (if applicable) the Postdoctoral Scholar will be hired on. Please consult with your HR Partner to determine timing and feasibility of the Visa type.
 - g. **Visa Status** – List the current Visa status of the requested Postdoctoral Scholar.
 - h. **Ph.D. Conferral Date** – List the date that the Ph.D. (or international equivalent) degree was awarded. Typically this date is listed on the official diploma but can also be acquired from the Postdoctoral Scholars academic institution’s registrar’s office in the form of a letter stating the date of conferral.
 - i. **Ph.D. Institution** – List the academic institution from which the Postdoctoral Scholar acquired their degree.
 - j. **Previous Post Ph.D. Research Experience** – List the total number of months of all post-Ph.D. research experience. Work with your HR Partner to determine this number as it will play a vital role in determining the minimum salary. Normally, this information is located on the current CV.
 - k. **Position Number** – List the corresponding UCPath Position Number.
 - l. **Direct Transfer from UC/LBL** – Confirm if the Postdoctoral Scholar is transferring from another UC or from the Lawrence Berkeley National Lab (LBNL) without a break in service.
 - i. **If yes** – Please work with the HR Partner and the Postdoctoral Scholar to acquire the official hire date at the institution (this action constitutes a “*Transfer*” as described below).
2. **REQUESTED ACTION** – Select the type of action being requested and make note of the required documents necessary to complete said action.
 - a. **Initial** – Initial appointment within the UC system will need the following: Current CV, VSPA Gateway Application (work with your HR Partner to complete this action), and Proof of Ph.D.¹
 - b. **Extension** – Also known as a reappointment, will need: Current CV, VSPA Application (work with your HR Partner to complete this action), and a Signed Review (signed review not required for all control units, however, highly recommended as an Annual Review is mandated by Article 9 of the PX contract).

- c. **Merit** – A higher than normal increase will require: Current CV, VSPA Application (work with your HR Partner to complete this action), and a Memo of Support. A higher than normal increase is when the requested salary is greater than the minimum or 2% (whichever is greater). All Postdoctoral Scholars receive a merit/salary increase on his or her anniversary date.
 - d. **Title Change** – When a Postdoctoral Scholar changes from one Postdoc title to another (most common transfer is going from Postdoctoral Scholar – Employee to Postdoctoral Scholar – Fellow, but is not limited to only one type) it will require: a VSPA Application (work with your HR Partner to complete this action) and Funding information (confirmation of funding).
 - e. **Transfer** – Transferring from one PI/Supervisor to another and/or from a UC Institution will require similar documentation as an “*Initial*” appointment: Current CV, VSPA Gateway Application (work with your HR Partner to complete this action), and Proof of Ph.D.¹
3. **TITLE & SALARY INFORMATION** – The information provided in this section will determine the appointment details.
- a. **Title** – The Postdoctoral Scholar appointment type, currently there are six (6) to choose from: Employee (003252), Fellow (003253), Paid-Direct (003254), Non-Exempt Employee (003255), and Interim Postdoctoral Scholar (003256).
 - b. **Type** – Type of request: Initial, Reappointment, or Transfer.
 - c. **FTE** – Employee effort, in most cases it’s 100%. Less than 100% FTE will require justification.
 - d. **Level** – Level is determined by how many months of prior post-Ph.D. research experience. Please consult with your HR Partner on how to appropriately gauge the level.
 - e. **Start & End Date** – The start and end date of the appointment.
 - f. **Auto-End Job** – Checking this box will allow the appointment to automatically terminate on the end date.
 - g. **Annual Salary** – Proposed salary for the Postdoctoral Scholar.
4. **WORK LOCATION** – If the Postdoctoral Scholar is on-Campus then please list the building name, floor, and room number. If they are located off-Campus then please list an address, floor, and room (options as applicable).
5. **ANNIVERSARY DATE** – The anniversary date is the hire date (Month and Numerical Day) of the initial Postdoctoral Scholar appointment. If the Postdoc is a transfer without a break in service, regardless of which UC Institution the Postdoctoral Scholar came from, the anniversary date will remain the same. Please work with your HR Partner if this is a “*Transfer*” or if this is an “*Initial*” appointment to determine the appropriate date in this section.
6. **RESEARCH DUTIES** – Duties and responsibilities the Postdoctoral Scholar will be assigned during his/her appointment.
7. **NOTES** – Other than responsibilities and duties, any other pertinent information should be entered here for the Academic Analyst reviewing/approving the appointment.
8. **FUNDING INFORMATION** – [Most of the information in this section can be coordinated with your Research Administrator (RA) or Financial Analyst (FA).
- a. **Chartstring** – The Chart of Accounts (COA) to be used to fund the Postdoctoral Scholar appointment.
 - b. **Chartstring for Visa Fees** – If a Visa is required, the COA provided in this section will be used to fill out a Berkeley International Office (BIO) IOF.
 - c. **Fed-Ex Speedtype** – Mandatory field for all Visa requests if Postdoctoral Scholar is not picking up Visa docs from BIO.

9. **APPROVALS** – Approvals can be either an electronic signature or an email attachment in lieu of signature.
- a. **Preparer** – Person filling out the form, if other than the PI/Supervisor.
 - b. **Fund Officer Name** – RA or FA approving the funding for the appointment.
 - c. **Faculty Sponsor Name** – PI/Supervisor that is supervising the Postdoctoral Scholar.
 - d. **Department/Unit Name** – In most cases, the Department Manager or Department Chair that signs this portion of the request.
 - e. **Dean/VC Name** – Dean/VC/Academic Analyst approving appointment.

RELEVANT LINKS – The following links may help answer some questions.

- Postdoc Union Contract - <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/contract.html>
- Postdoc Salary Scale - <https://apo.berkeley.edu/2019-20-academic-salary-scales>
- Berkeley Regional Services - <https://regionalservices.berkeley.edu/home>
- List of Campus Deans - <https://apo.berkeley.edu/quick-links/deans>
- List of Department Chairs - <https://apo.berkeley.edu/quick-links/chairs-deans>
- Vice Chancellor for Research Office - <https://vcresearch.berkeley.edu/about-us>
- Berkeley International Office - https://internationaloffice.berkeley.edu/UCB_departments

¹Accepted documentation for proof of PhD: (1) Copy of certificate, or (2) Verification from home institution's Graduate Division or Registrar that requirements have been met with an anticipated date of degree conferral.