

Postdoctoral Conversion Checklist

Timeline:

October 17, 2008

JDFs for staff research associate titles due in to Human Resources
(Job codes 001779 Postdoctoral Associate, 001780 Postdoctoral Scholar)

January 1, 2009

Change in system from D12 to P12 pay group for postdoctoral titles (Job codes 001779, 001780)

UBA Checklist:

- Receive a list of postdoctoral employees from Human Resources.
- Advise Employees that will be effected by the change from D12 to P12 paygroups
- Update generic JDF with unique postdoctoral functions
- Collect signed JDFs from postdoctoral employee.
- Forward to Inna Elkin in HR Compensation/Employment Services by October 17, 2008.
- Postdoctoral employees are now P12 staff employees as of January 1, 2009.

JDF Instructions for Postdoctoral Associate and Postdoctoral Scholar positions

- Select the appropriate JDF title for the position

Postdoctoral Associate	001779 EC	P12
Postdoctoral Scholar	001780 ED	P12
- Complete the first page of the JDF supplying information about the current incumbent and supervisor.
- Review and revise the JDF position description as needed. A general statement has been provided.
- Review and revise the JDF responsibilities and duties to match the position. Add the percentage of time and level of importance.
- Review and revise the job evaluation factors.
- Supervisor comments.
- Signatures for JDF

Special Note: A PAR will not be required to place the positions in the appropriate title. Human Resources will manage the necessary paperwork to move the position to the P12 pay group.