PostDoc Configuration

Configuration options are available in Kronos for full-time and part-time PostDoc employees to aid in managing leave balances during their appointment.

- Full-time configuration is reserved for employees that have a 100% appointment in PPS for one calendar year.
- Part-time configuration is reserved for any other combination:
  - 100% appointment for less than one year
  - One-year appointment at less than 100%
  - Appointment less than one year at less than 100%

Using Kronos for PostDoc employees is optional as there is no interface of leave information between Kronos and PPS. Using Kronos can help manage compliance with UCSB policies for PostDoc employees.

Configuration of PostDoc employees is currently limited to Payroll Managers and requires additional application security. Please contact ETSC to request a profile update if your department chooses to manage PostDoc timecards in Kronos.

Full-Time PostDoc Employee Configuration:

Make the following employee configuration changes in People Editor:

1. **Person** tab > **Accruals & Leave**: Review Accrual Profile assigned and update if needed. Accrual Profile should be **PX Full-Time** with a Start Date that matches their appointment start date and End Date set to ‘Forever’.
2. **Person** tab > **Person’s Dates**: Update PostDoc Appt Start date to be the start of the PostDoc appointment. If the date is not the same as their Hire Date, enter the desired date in the Override Date column.
3. **Job Assignment** tab > **Timekeeper**: Review Pay Rule assigned and update if needed. The Pay Rule should be either **PX PostDoc** or **PX PostDoc NE** depending on PPS title code.
4. **Job Assignment** tab > **Employee Role**: Update the Pay Code “Edit” Profile selecting **PX Employee**.
5. Click **Save** to complete any changes.

Full-Time PostDoc Paid Time Off Accrual Functionality:

For **Paid Time Off**, the following accrual activity will happen automatically:

- 192 hours (24 days) of Paid Time Off will be granted on the appointment start date and annually thereafter.
- Existing balances expire annually and cannot be carried over.
- The maximum balance is limited to 192 hours. Even with a manual update, the balance cannot go over 192 hours during the year.
- Takings must be in 8-hour increments (full days).
- No negative balances allowed.
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**Full-Time PostDoc Sick Accrual Functionality:**
For **Sick**, the following accrual activity will happen automatically:

- 96 hours (12 days) Sick will be granted on the appointment start date and annually thereafter.
- Existing balances do not expire and can be carried over.
- No balance limit is enforced as sick leave can accumulate.
- Takings must be in 8-hour increments (full days).
- No negative balances allowed.

**Part-Time PostDoc Employee Configuration:**
Make the following employee configuration changes in People Editor:

1. **Person** tab > **Accruals & Leave**: Review Accrual Profile assigned and update if needed. Accrual Profile should be **PX Part-Time** with a Start Date and End Date that matches their appointment start and end.
2. **Person** tab > **Person’s Dates**: Update PostDoc Appt Start date to be the start of the PostDoc appointment. If the date is not the same as their Hire Date, enter the desired date in the Override Date column.
3. **Job Assignment** tab > **Timekeeper**: Review Pay Rule assigned and update if needed. The Pay Rule should be either **PX PostDoc** or **PX PostDoc NE** depending on PPS title code.
4. **Job Assignment** tab > **Employee Role**: Update the Pay Code “Edit” Profile selecting **PX** Employee.
5. Click **Save** to complete any changes.

**Part-Time PostDoc Accrual Functionality:**
There will be no automatic accrual activity. The employee will have Paid Time Off and Sick accrual buckets that will be managed manually by the department’s payroll manager as noted below.

1. Calculate the amount of Paid Time Off and Sick leave the employee qualifies for based on the appointment percentage and length.
2. Reset the Paid Time Off balance and Sick balance using the calculated amounts effective the start date of the appointment.
3. At the end of the appointment, reset the Paid Time Off and Sick balances to zero if the appointment is not renewed. If the appointment is renewed, repeat steps 1 and 2 based on new calculated amounts with the new appointment start date.

Kronos will manage balances during the appointment. The employee is expected to record leave in “full” day increments based on their appointment and will not be able to overdraw their balances.