



POSTDOCTORAL SCHOLAR REQUIRED COMPENSATION CHANGE JOB AID

Please be aware that access to the Workday report R0613, Upcoming Postdoctoral Scholar Required Compensation Changes, has been temporarily removed.

Upon review of the most recent collective bargaining agreement, it was determined that the report does not accurately indicate which postdoctoral scholars are due for compensation increases. To ensure data integrity and avoid any discrepancies, we have taken the proactive measure of temporarily suspending access to the report. We anticipate that access will be restored once the necessary corrections have been made.

Please use the following process to identify the Postdoctoral Scholars in your unit who are due for an increase:

- > Run **R0702 Missing & Invalid Postdoc Anniversary Dates** in Workday and enter or correct the anniversary dates for anyone included in the report output. For more information on the process for entering a postdoc anniversary date, see the [Change Job – Postdoctoral Scholar and Postdoctoral Scholar-Fellow](#) User Guide.
- > Run **R0614 Postdoctoral Scholar Roster** in Workday for the date range that includes the compensation changes you are preparing to enter.
- > Review the compensation history for each postdoc that appears in the output of R0614 via Worker History by Category (in the Worker History sub menu) or View Compensation History (in the Compensation sub menu).
- > If the postdoc's most recent pay increase was in 2023, plan to request a compensation change of at least 2% effective their next anniversary date.
- > If the postdoc's most recent pay increase was on Jan 1 2024, determine the percentage of increase (Current Salary Plan Amount *minus* Previous Salary Plan Amount, *divide* that value by Previous Salary Plan Amount).
 - If the Jan 1 increase was greater than or equal to 2%, then no additional pay increases are required.
 - If the Jan 1 increase was less than 2%, plan to request a compensation change for their next anniversary date that will bring the total pay increase between the two compensation changes to at least 2% (Jan 1 increase amount *plus* Anniversary Date increase amount *equals or exceeds* 2% of Dec 31 salary plan amount).

As a reminder, the increase needs to be to a whole number (no decimals), and be at least 2%, so you may need to round up to the next whole number.

Examples

	Anniversary Date	Most Recent Increase Date	Revised Salary Plan Amount	Previous Salary Plan Amount	Most Recent Increase Percentage	Action Required
Postdoc A	3/1	9/1/2023	Not relevant	Not relevant	Not relevant	Increase of at least 2% as of Anniversary Date
Postdoc 1	4/1	1/1/2024	\$5705	\$5459	4.5%	No additional increases required
Postdoc Circle	5/1	1/1/2024	\$5705	\$5676	0.5%	Increase as of anniversary date to at least \$5790 (minimum additional 1.5% from Dec 31 salary plan amount)

If you have any urgent inquiries or require assistance regarding postdoctoral scholar compensation changes, please don't hesitate to reach out to the Office of Academic Personnel's Academic HR team, at acadpers@uw.edu.

Thank you for your understanding and patience as we work to resolve this issue.