



RSAS

Research Scholar
Appointment System
User Manual

Version 1/30/2017

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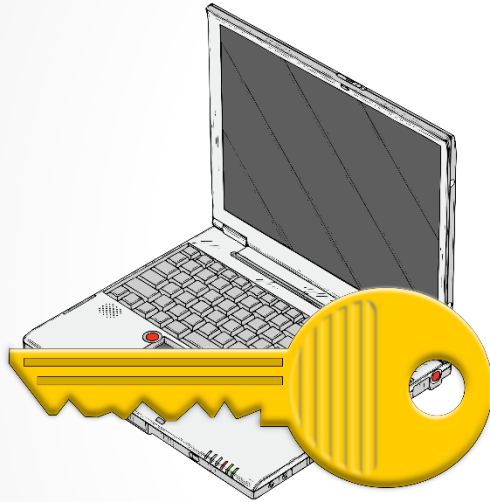
Getting Access

Prerequisite: Attend PPS Update: policy and procedure for postdoctoral scholar class.

Why? Because Postdocs are exclusively represented by the UAW and it is very important that staff understand the contract stipulations before entering appointments.

To get access to RSAS, send an email to Lisette Reynolds (lrslipper@ucsd.edu) and in the message include:

1. Your name
2. Employee ID number
3. Official PPS department name
4. Email address
5. Phone number



Using RSAS

RSAS is an online application that is accessed through the internet.

STEP ONE - Preparation

1. Collect information and documentation from the PI and/or Scholar so that when you access RSAS, you can easily and quickly enter the information.
2. Scan documents individually into a file folder on your hard drive.

STEP TWO - Access RSASystem

1. Open internet browser (Mozilla, Chrome, Explorer, Safari)
If you are using Microsoft Internet Explorer, please make sure you have the latest version.

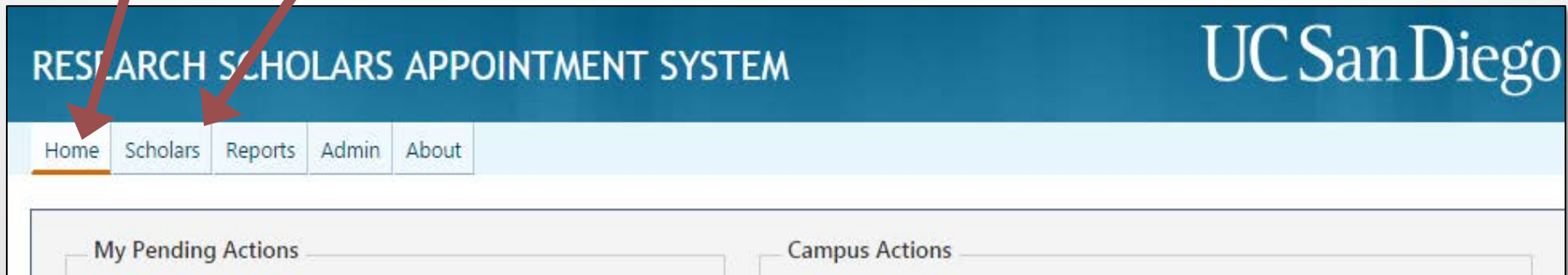
1. Go to <http://rsas.ucsd.edu>.
2. Enter your Single Sign On ID and password.
If you do not have a Single Sign On ID, please contact your department DSA.



Navigation Upper Tabs

Home Tab lists your pending actions

Scholars Tab is where you search or create new entries



Navigation Upper Tabs

Reports Tab provides you with a notification mechanism for Postdoc and Visiting Scholar appointments that are expiring in 90 days, 60 days, & 30 days. You have to check the “notify me” box to activate the reports.

Admin Tab is for use by OPVSA staff to manage the system.

About Tab has technical and programming information

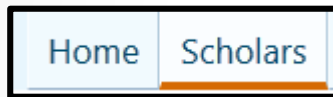
The screenshot shows the 'RESEARCH SCHOLARS APPOINTMENT SYSTEM' header with the UC San Diego logo. Below the header is a navigation bar with tabs: Home, Scholars, Reports, Admin, and About. Red arrows point from the text descriptions to the Reports, Admin, and About tabs. The main content area displays 'EXPIRING APPOINTMENTS WITHIN 90 DAYS' with a 'Download to Excel' button. Below this is a table with columns: No., Scholar Name, Title, Mentor, Appointment Period, and Days to Expiration. A 'Save Email Preferences' button is located at the bottom right of the table area. At the bottom of the page, there is a blue bar with the text 'Anesthesiology' and a checkbox labeled 'Notify me of appointments expiring in 90 days, 60 days, & 30 days.' which is currently checked.

No.	Scholar Name	Title	Mentor	Appointment Period	Days to Expiration



Searching

1. **Before** adding any information into RSAS, search for the person to avoid duplicate entries. Try different spelling, hypens, no hypens, etc to ensure thorough search.
2. Hover over Scholars tab and choose "Search."



3. Enter last name and first name in search fields. Your department should automatically appear in the department field. If not, enter the first few letters of your department name or scroll list, and click **Search** button to select your department.

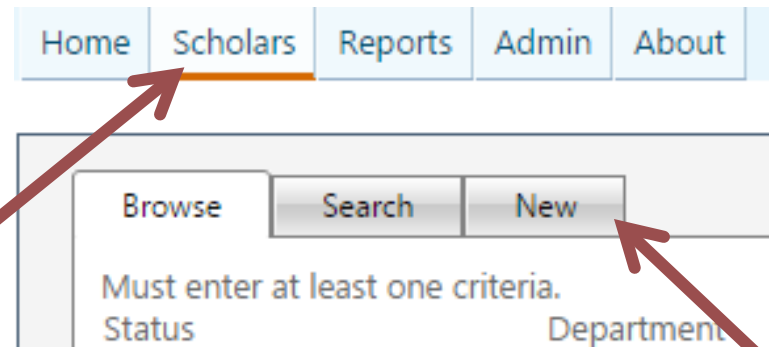
If the scholar is new to your department, search "All Departments."

Name (or part of)		Employee ID	Department	
Last	First		All departments	Search

4. If the Scholar does not exist in the system, you will have to create the scholar's initial entry by adding the "person" into the system (before adding an appointment).

Creating a Scholar

There are two button options to create a New Scholar



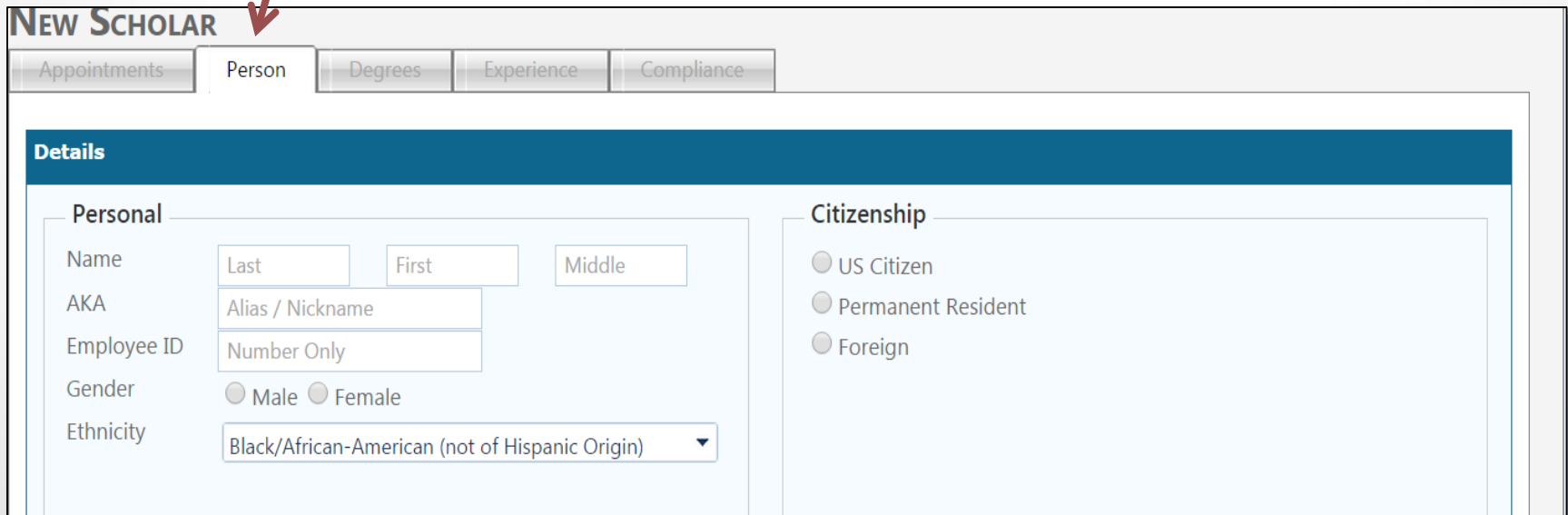
Pull down menu in upper **Scholars Tab**. Choose **“Create New”**

Or in the lower tab **Search Window Tab**, choose **“New” Tab**.

Creating a Scholar

Step 1: In the **Person Tab**, enter the legal name. Ensure that the name is consistent with name that will be entered in PPS, including use of hyphens and capitalization. However, do not use foreign letters or symbols, and do not capitalize the whole name. Also do not put a space after the last letter in the last name.

Until you create the Person, the system will not allow you to create an Appointment.



NEW SCHOLAR

Appointment | **Person** | Degrees | Experience | Compliance

Details

Personal

Name: Last [] First [] Middle []

AKA: Alias / Nickname []

Employee ID: Number Only []

Gender: Male Female

Ethnicity: Black/African-American (not of Hispanic Origin) ▼

Citizenship

US Citizen

Permanent Resident

Foreign

Creating a Scholar

Step 2: In the AKA, Also Known As field, include maiden name, nickname or if two postdocs have the same name add department to help differentiate the two scholars.

NEW SCHOLAR

Appointments | **Person** | Degrees | Experience | Compliance

Details

Personal

Name: Last, First, Middle

AKA: Alias / Nickname

Employee ID: Number Only

Gender: Male Female

Ethnicity: White (not Hispanic Origin)

Citizenship

US Citizen
 Permanent Resident
 Foreign

Step 3: Enter the citizenship information

Foreign

Visa: Unknown

Country: Unknown

Creating a Scholar

- Step 4: Continue to complete the rest of the page

Details

Personal	Citizenship
Name Last <input type="text"/> First <input type="text"/> Middle <input type="text"/>	<input type="radio"/> US Citizen
AKA Alias / Nickname <input type="text"/>	<input type="radio"/> Permanent Resident
Employee ID Number Only <input type="text"/>	<input type="radio"/> Foreign
Gender <input type="radio"/> Male <input type="radio"/> Female	
Ethnicity White (not Hispanic Origin) <input type="text"/>	
Contact	Emergency Contact
Email <input type="text"/>	Name Last <input type="text"/> First <input type="text"/>
Phone Numbers Only <input type="text"/>	Email <input type="text"/>
Mobile Numbers Only <input type="text"/>	Phone Numbers Only <input type="text"/>
Address Address Line 1 <input type="text"/>	Address Address Line 1 <input type="text"/>
Address Line 2 <input type="text"/>	Address Line 2 <input type="text"/>
Address Line 3 <input type="text"/>	Address Line 3 <input type="text"/>
City <input type="text"/>	City <input type="text"/>
State <input type="text"/>	State <input type="text"/>
Postal Code <input type="text"/>	Postal Code <input type="text"/>
Country Unknown <input type="text"/>	Country Unknown <input type="text"/>
<input type="button" value="Save"/>	

Creating a Scholar

Step 5: Enter the degree in the Degree Tab

1. To add new, click on the “+ add degree entry ” sign.



+ Add Degree Entry

06/30/2012 PhD University of California, San Diego

Details

Degree PhD MD Other

Institution University of California, San Diego To add an institution, please email rsas@ad.ucsd.edu

Degree Date (mm/dd/yyyy) 6/30/2012

Edit

2. To change what was entered, click on the “edit” and then make the change(s).

3. Search your hard drive for scanned supporting material and upload to RSAS. If you do not have a scanner, note in the comments that you will be emailing or campus mailing the documentation.



Documents

Upload Document

Creating a Scholar

Step 6: Enter Postdoc experience in the Experience Tab

The screenshot shows a web interface for creating a scholar profile. At the top, there are tabs for 'Appointments', 'Person', 'Degrees', 'Experience', and 'Comments'. The 'Experience' tab is active. Below the tabs is a section titled '+ Add Experience Entry'. This section has sub-tabs for 'Details', 'Compliance', 'Training', 'IDP', and 'Comments'. The 'Details' sub-tab is selected. The form contains the following fields and options:

- Position:** A text input field.
- Institution:** A dropdown menu with 'Museum National d'Histoire Naturelle de Paris' selected. A note below it says 'To add an institution, please email rsas@ad.ucsd.edu'.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- Count as Postdoctoral Experience:** A checkbox that is currently unchecked.
- Description:** A large text area for entering details.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom left.

For Postdoctoral Scholar, enter relevant appointments since doctoral degree. This information will be used to calculate postdoctoral years of experience and appointment limit. Check the “Count as Postdoctoral Experience box” if the previous experience is a postdoctoral appointment.

For Visiting Scholar, enter current appointment at home institution. If industry, enter title in position field and name of company in “Description” field.

Step 7: Entering a New Appointment

1. Click **Appointments** Tab →

2. Click **+Add Appointment** →

3. Choose type of appointment. →
Will default to Primary Initial.

Types of Fields:

Restricted: you have to select from the menu (action type, title code, department).

Assisted: Will populate based on previous selection but allow you to change (end date and salary rate).

Open: Field requires you to input (begin date, mentor name, building and room, description of research).

DESPAIN, DAVID

Appointments Person Degrees Experience Compliance Training IDP Comments

Show Active Only

+ Add Appointment

Primary 07/01/2015 - 06/30/2016 Postdoctoral

Appointment

Type

Title Code

Start End

Total Annual Salary/Stipend Rate

Department

Mentor

Do not include degree.

Building & Room/Lab

Do not abbreviate.

Brief description of research

Step 7: Entering a New Appointment

4. Choose appropriate title code from drop down menu, based on funding source

5. Enter start date as mm/dd/yy or choose from calendar. End date will populate one year later. It can be edited.

6. Choose step based on years of postdoctoral experience. Rate will be populated based on current scale. Populated rate field can be edited if off scale.

7. Be careful in selecting Department name. If you enter appointments for more than one Department and select and save the wrong Department for the appointment, you will need to email rsasdev@ucsd.edu to request revision of the Department.

8. Enter mentor's name. Be consistent on spelling and version of name i.e., Lawrence Goldstein vs. Larry Goldstein. Do NOT include the degree at the end of the name.

The screenshot shows the 'DESPAIN, DAVID' profile page with a navigation bar containing 'Appointments', 'Person', 'Degrees', 'Experience', 'Compliance', 'Training', 'IDP', and 'Comments'. The 'Appointments' tab is active, and a '+ Add Appointment' button is visible. Below this, a table lists an appointment: 'Primary' (07/01/2015 - 06/30/2016) with a 'Postdoctoral' status. The 'Appointment' form is open, showing the following fields:

- Type: Primary (dropdown)
- Title Code: Postdoctoral Scholar-Employee (3252) (dropdown)
- Start: 7/1/2015 (calendar icon)
- End: 6/30/2016 (calendar icon)
- Total Annual Salary/Stipend Rate: Not Set (dropdown) / \$0.00 (input field)
- Department: Center For Energy Research (dropdown)
- Mentor: UCSD Mentor (dropdown) / Dr. Russell Doerner (text input)
- Building & Room/Lab: (text input)
- Brief description of research: (text input)


Red arrows point from the numbered instructions to the following fields: 'Type', 'Title Code', 'Start', 'Department', 'Mentor', and 'Brief description of research'.

Step 7: Entering a New Appointment

9. Enter building name and room or lab number. Avoid acronyms.

10. Enter detailed description of research.

Information entered will populate the offer letter. Therefore, enter the information as you wish it to appear on the offer letter. Use proper punctuation, write out building acronyms, and make sure scientific terms are spelled correctly.



The screenshot shows a light blue form with two main sections. The first section is titled "Building & Room/Lab" and contains a single-line text input field. The second section is titled "Brief description of research" and contains a larger text area with a small grid of dots in the bottom right corner. At the bottom of the form are two buttons: "Save" (a grey button) and "Cancel" (a blue button).

Step 7: Entering a New Appointment

12. Click **+ Add Funding Source** and additional fields will appear

13. Enter Index

14. Index description will populate. Change to offer letter friendly description. For Postdoc Paid Directs and Fellows, add funding agency name (e.g. American Heart Association, Marie Curie, JSPS, etc.)

15. Choose Funding Mechanism and Description of Funding from drop down menus

16. If the funding is a fellowship and the award amount is less than/different than the annual salary rate, add the amount in this field.

17. Dates will populate based on appointment but can be edited

The screenshot shows a form titled '+ Add Funding Source' with the following fields and values:

- Index Number: Unknown
- Index Description: (empty)
- Funding Mechanism: Fellowship
- Description of Funding: Federal-NIH
- Dollar Amount*: \$47,484.00
- Start: 01/01/2017
- End: 10/31/2017
- Time: 100 %

A 'Save' button is located at the bottom left of the form. A note below the Dollar Amount field reads: '*Use only for Fellowship Award Amount'. Red arrows from the text on the left point to the '+ Add Funding Source' header, the Index Number field, the Index Description field, the Dollar Amount field, and the Save button.

18. **SAVE**

19. To add additional funding information, click **+Add Funding Source** and repeat the process.



For Visiting Scholars

- Index number field = **NONE**.
- Index Description field = **NONE**.
- **Percent time = 0**

Step 8: Entering Contact Information

Information is used to populate offer letter and it is REQUIRED by the UAW contract.

Capitalize first letter in each name field. Do NOT capitalize all the letters.

If off campus, complete.
If on campus, just bldg and room.

Select the appropriate title

Department Contact Information

Name	First Name	Last Name
Email	emailname@ucsd.edu	
Phone	____-____-____	
Street/Bldg/Room	9500 Gilman Drive	
City	La Jolla	State CA
Zip Code	92093	UCSD MailCode xxxx
Dept. Chair	<input type="text" value="FirstName LastName"/>	Do not include degree.
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Chair
Dean
Director

Process of Adding Supplementation or Compensation

Status

Appointment 2 Step

Initiate → OPVSA → Complete

Submit Withdraw

Smith, Joseph

Appointments	Person	Degrees	Experience	Compliance	Training	IDP	Comments
<input checked="" type="checkbox"/> Show Active Only							
+ Add Appointment							
Primary	08/30/2012 - 08/29/2013		3253				

1. Click on primary
appointment or
+Add Appointment



Process of Adding Supplementation or Compensation

Appointments | Person | Degrees | Experience | Compliance | Training | IDP | Comments

Show Active Only

[+ Add Appointment](#)



New Appointment

Appointment [EDIT]

Type: Supplemental

Related to: Primary (In Process) 3253 : 8/30/2012-8/29/2013

Title Code: Postdoctoral Scholar-Employee (3252)

Start:  End: 

2. Choose type of appointment:
Supplemental or Additional

3. Choose the primary
appointment that you want
to add onto.

Reappointments

Effective 10/17/16 the UAW contract requires reappointments to be for a minimum of 2 years and subsequent reappointments to be 1 year. When you add a new appointment, choose “primary reappointment” or “primary subsequent appointment” as appropriate:

Appointment [\[EDIT\]](#)

Type

Title Code

If the duration of the reappointment is less than the required minimum, after you save, a “Please Justify Below” alert will show:

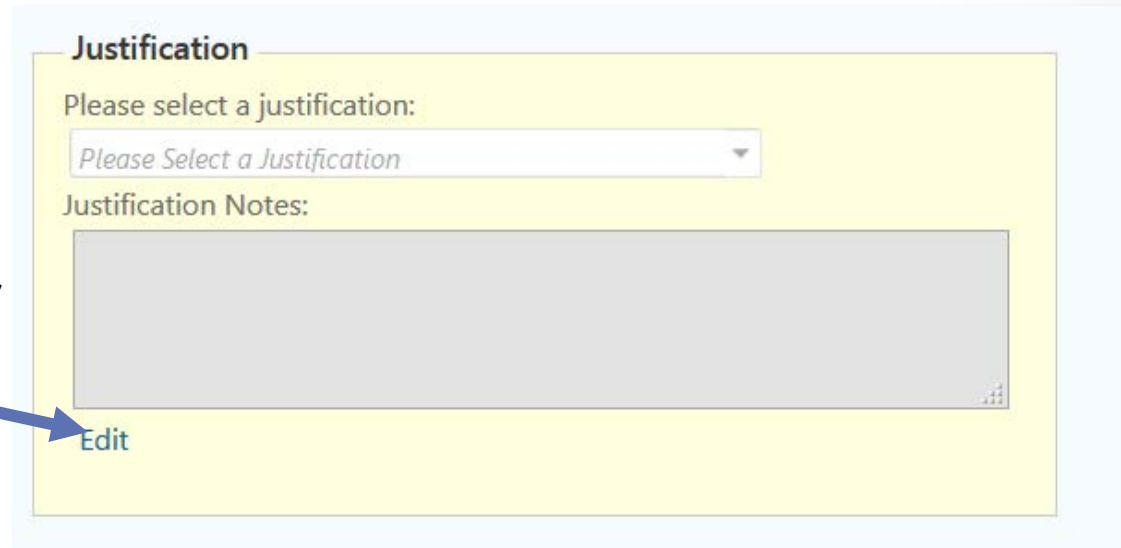
Start Date End

Please Justify Below

Reappointments

A yellow Justification box will appear below
(you may need to scroll to see complete box).

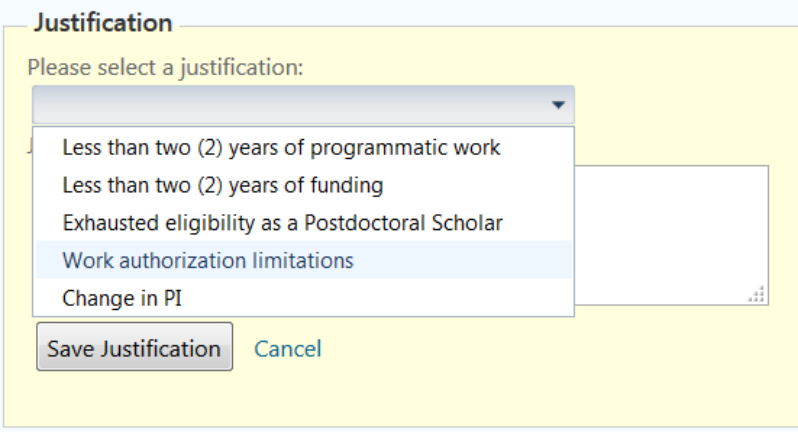
Click “edit” to enter
to activate the box



The screenshot shows a light blue-bordered box containing a yellow 'Justification' form. The form has a title 'Justification' in bold. Below the title is the text 'Please select a justification:' followed by a dropdown menu with the placeholder text 'Please Select a Justification'. Underneath is the text 'Justification Notes:' followed by a large, empty grey text area. At the bottom left of the yellow box is a blue 'Edit' button. A blue arrow points from the text 'Click “edit” to enter to activate the box' to the 'Edit' button.

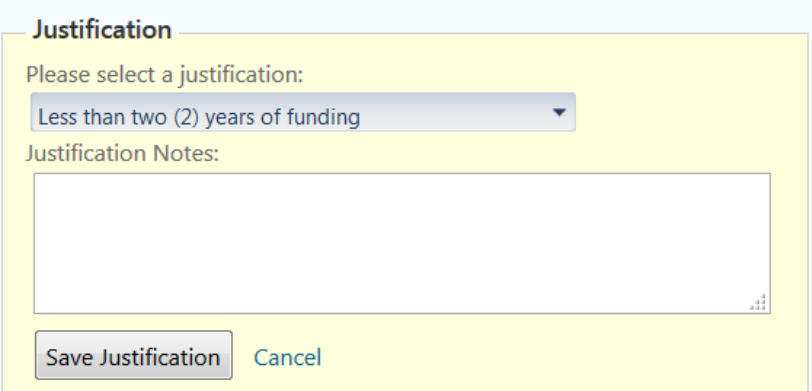
Reappointments

- From the pull down menu, select the appropriate justification reason.



The screenshot shows a dialog box titled "Justification" with a yellow background. It contains the text "Please select a justification:" followed by a dropdown menu. The dropdown menu is open, showing five options: "Less than two (2) years of programmatic work", "Less than two (2) years of funding", "Exhausted eligibility as a Postdoctoral Scholar", "Work authorization limitations" (which is highlighted in blue), and "Change in PI". Below the dropdown menu are two buttons: "Save Justification" and "Cancel".

- Add detailed information in the Justification Notes field.



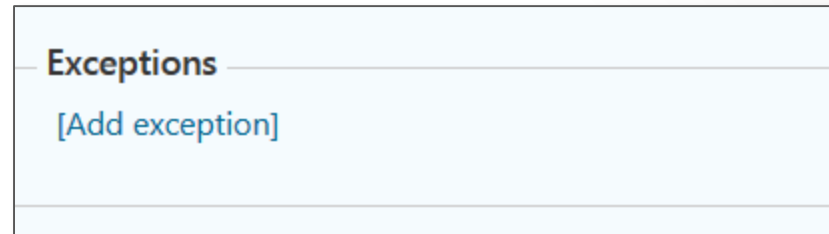
The screenshot shows the same "Justification" dialog box. The dropdown menu now displays "Less than two (2) years of funding" as the selected option. Below the dropdown menu is a text area labeled "Justification Notes:" which is currently empty. The "Save Justification" and "Cancel" buttons remain at the bottom.

- Click "Save Justification" button

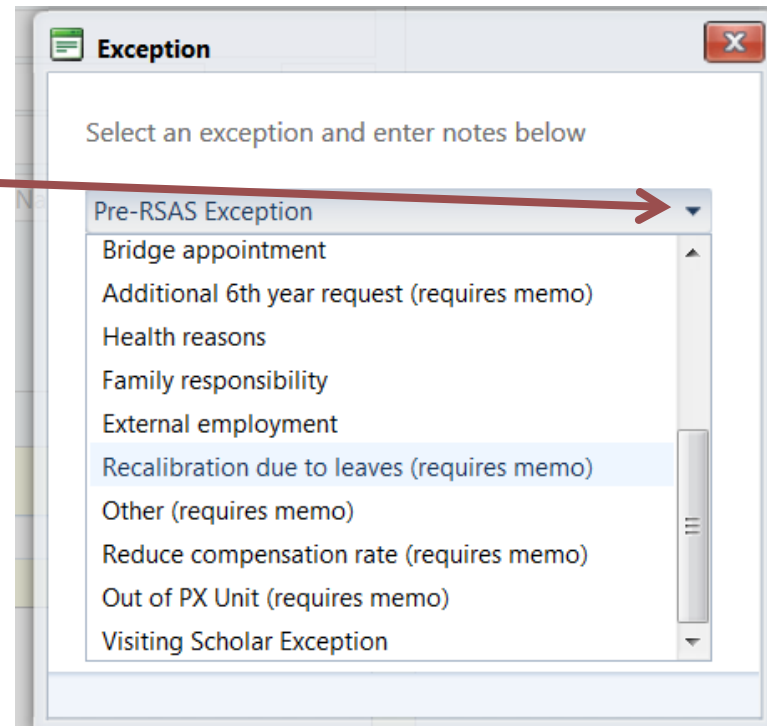


Exceptions

If the action requires an exception, click **Exceptions**.



Exception popup window will appear.



1. Check the down arrow to open the exception drop down table.

2. Selection exception reason

3. Click the **Acknowledge** button

4. Upload supporting documentation.

Uploading Documentation

Upload supporting material by browsing your hard drive, choosing document and uploading.

Documents

Upload Document Generate Document

Document Name Defaults to filename

Select File Browse...

Upload Maximum Size 20 MB.

- Acceptance Letter
- Financial Support Documentation
- Oath and Patent
- Offer Letter
- Resignation Letter
- VS Acceptance Letter
- VS Invitation Letter
- Exception Memo
- Performance Evaluation
- Other

Suggested naming convention for your documents:

- Last Name-Acceptance 2012
- Last Name-Annual Review 2012
- Last Name-Bibliography
- Last Name-CV
- Last Name-Degree
- Last Name-Funding 2012
- Last Name-Offer 2012

Tag the document for appropriate identification



Upload proof of funding for Visiting Scholars to the Appointments tab. If self-funded, an email stating this fact will suffice.

Restricted Party Screening

Compliance Tab

The screenshot shows a web interface with a navigation bar at the top containing tabs: Appointments, Person, Degrees, Experience, Compliance (selected), Training, IDP, and Comments. Below the navigation bar is a section titled "Restricted Party Screening Information" with a blue header. The main content area is titled "Restricted Party Screening" and contains two radio button options:
1. I confirm screening is not required because this person is not a foreign person nor associated with a foreign entity.
2. I confirm I have performed the screening for this person, associated entity and country, and the following results were returned:
A link "Learn More about Restricted Party Screening" is located to the right of the second option. At the bottom left of the form are "Save" and "Cancel" buttons.

All foreign persons and entities must be checked against a list of Restricted Parties. To register for and get access to the Restricted Party Screening tool visit: <https://www.visualcompliance.com/usr> Once you have registered and completed the normal appointment process, open the Compliance tab.

- a. If the person is a US Citizen or Permanent Resident, check the "Screening Not Required" box.
- b. For all other foreign persons, proceed with screening on the website <https://www.visualcompliance.com/> and then check the "I confirm I have performed the screening" box.

Restricted Party Screening

Compliance Tab

- c. If no records are not found, check the “No Matching Records Found” circle and enter “no results” in the Screening Notes box. Click the “Save” button and continue with the appointment.
- d. If results are found, check the “Matches/Results/Alerts Returned” circle and add result comments in the Screening Notes box.
- e. Click the “Save” button to forward the result to Export Control.

Do not submit the appointment to OPVSA until you receive a notice from the Export Control Office that the match is cleared. Once you receive the notice from Export Control, you can submit the appointment to OPVSA.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Appointments, Person, Degrees, Experience, Compliance (selected), Training, IDP, and Comments. Below the navigation bar is a form titled "Restricted Party Screening Information". The form has a blue header bar with the title. Below the header, there is a section titled "Restricted Party Screening" with a link "Learn More about Restricted Party Screening". There are two radio button options: "I confirm screening is not required because this person is not a foreign person nor associated with a foreign entity." (unchecked) and "I confirm I have performed the screening for this person, associated entity and country, and the following results were returned:" (checked). Under the checked option, there are two radio button options: "No Matching Records Found" (selected) and "Matches/Results/Alerts Returned*" (unchecked). To the right of these options is a text area labeled "Screening Notes" containing the text "*escalated to export@ucsd.edu for review upon 'Save.'". Below this is a section titled "Export Control Office Use Only" with a radio button option "Screening Results Overridden" (unchecked) and a text area labeled "Export Control Comment". At the bottom left of the form are "Save" and "Cancel" buttons.

Restricted Party Screening

Compliance Tab

The Restricted Party Screening Alert will display once the "Save" button is clicked for those appointments that results were returned.

Status

Appointment 2 Step

Initiate → OPVSA → Complete

Submit Withdraw

Restricted Party Screening Results Returned

Work Experience Summary

UCSD Postdoc: 0 Years, 0 Days
External Postdoc: 0 Years, 0 Days

Subtotal of Postdoc: 0 Years, 0 Days
UCSD VS: 0 Years, 0 Days

DeSPAIN, DAVID

Appointments Person Degrees Experience Compliance Training IDP Comments

Restricted Party Screening Information

Restricted Party Screening [Learn More about Restricted Party Screening](#)

I confirm screening is not required because this person is not a foreign person nor associated with a foreign entity.

I confirm I have performed the screening for this person, associated entity and country, and the following results were returned:

No Matching Records Found

Matches/Results/Alerts Returned*

Screening Notes

Scholar is appointed at a restricted Univesity

*escalated to export@ucsd.edu for review upon "Save."

Export Control Office Use Only

Screening Results Overridden

Export Control Comment

Edit

Submission and Comments

This is the Status Bar. When you completed the entry, click **Submit**.



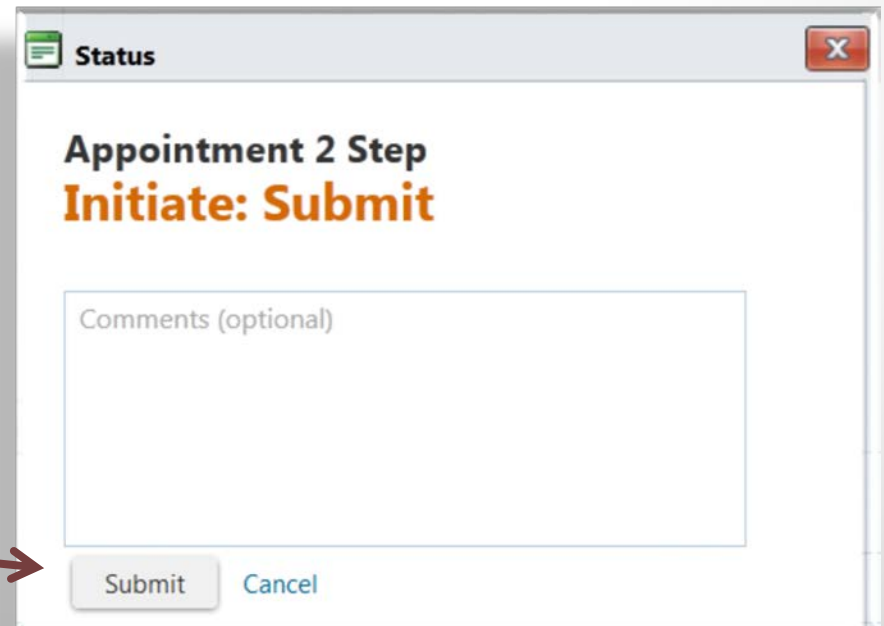
The screenshot shows a 'Status' window titled 'Appointment 2 Step'. It features a progress bar with three stages: 'Initiate' (highlighted in yellow), 'OPVSA', and 'Complete', connected by blue arrows. Below the progress bar are two buttons: 'Submit' and 'Withdraw'.

When you click the Submit button, a **Comments Window** will pop up. Add comments, such as:

- Type of action.
- Degree expected (date) and will forward documentation when received.
- Change in title from X to Y based on receipt of Z fellowship.
- Salary/stipend increase 2% b/c off scale
- Mid-cycle increase due to fellowship award.
- Change in start and end date due to delay in visa/entry to US.

Comments will appear in the **Comments** Tab and visible for tracking purposes; therefore, keep them short, descriptive, and professional.

Click **Submit**.

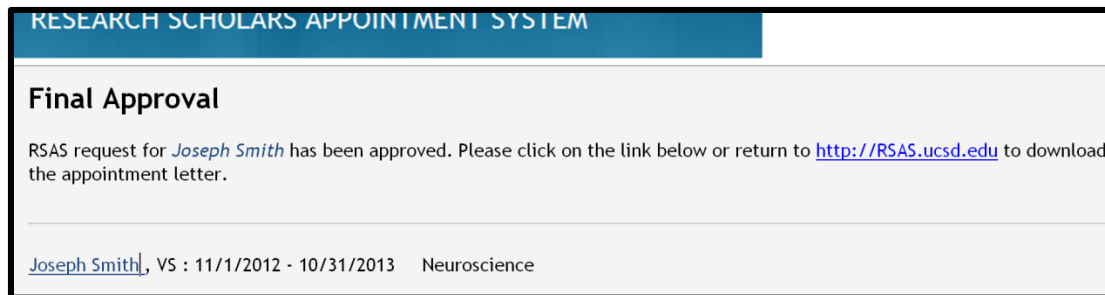


The screenshot shows a 'Status' window titled 'Appointment 2 Step' with the text 'Initiate: Submit' in orange. Below this is a text area labeled 'Comments (optional)'. At the bottom are two buttons: 'Submit' and 'Cancel'.

Review and Approval

Once the action is submitted, it will move to the next reviewer. The reviewer may send back for additional information or correction, or approve.

Once it reaches OPVSA, it will be reviewed and if approved an offer letter will be uploaded into RSAS and notification sent to you about it's availability.



You may print or email the offer letter to the Scholar. In your communication, it is advisable to indicate the deadline to accept the offer.

Once you receive the acceptance from the Scholar, scan, upload to RSAS and tag as "Acceptance Letter."

Then the process is complete.

Making Changes

Changes can be made by amending, editing, and adding information.

Amending is an action code and used when you change information on an existing appointment and you want approval for that change.

Editing allows you to change information as you're working on a entry. There are certain data fields that you can't change later (ie department) or delete (ie person).

Before you make any changes in an active appointment, consider the timing of the change.

For example, if a 3252 appointment started 7/1/12, but on 9/1/12 you want to change the appointment to a 3253. The correct action would be to CHANGE the end date of the 3252 appointment to 8/31/12 and submit the change to OPVSA for approval. Once approved, then ADD a new 3253 appointment effective 9/1/12 through 6/30/13.

If you try to amend more than one appointment line during the same action, the system will lock you out. Therefore, please remember to change one line, get OPVSA approval, and then amend the second appointment line.

If you want to change the funding midcycle. Change the existing funding end date, and add a new funding block.



Amendment

- Choose Amendment when the action requires a new offer letter.
 - For example, when postdoc changes from a 3252 to 3253 based on receipt of fellowship or T32 slot.
 - Change in begin and end dates due to change in arrival of either a postdoc or a visiting scholar.
 - Midcycle increase
 - Midcycle appointment change (eg adding short term additional compensation)

Enter reason for action and click the Proceed to Edit button. Edit necessary field(s) and click the Save button under the Department Contact Information. Once edit is completed, click the Submit button at the top to submit file to OPVSA.

DESPAIN, DAVID

Appointments | Person | Degrees | Experience | Training | IDP | Comments


Show Active Only

[+ Add Appointment](#)

	Primary	07/01/2015 - 06/30/2016	Visiting Scholar (VS)	Active
Action	Amendment 2 Step		Enter reason for action	Proceed to Edit

Anniversary Date

As part of the 1/2017 RSAS enhancement, anniversary date now appears in the upper right corner of the Appointment screen



The screenshot shows a user interface for an appointment. On the left, under the 'Status' section, it says 'Appointment 2 Step'. There is a progress bar with three steps: 'Initiate' (highlighted in yellow), 'OPVSA', and 'Complete'. Below this are 'Submit' and 'Withdraw' buttons. On the right, the 'Work Experience Summary' section displays the following information:

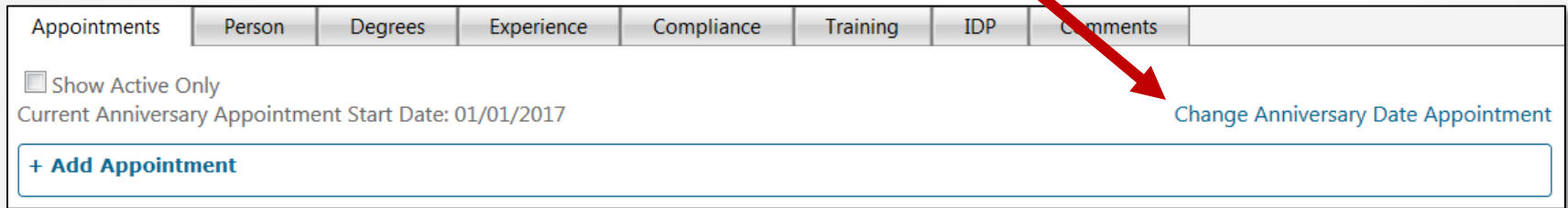
- UCSD Postdoc: 0 Years, 304 Days
- External Postdoc: 1 Years, 1 Days
- Next UCSD Postdoc Anniversary: 1/1/2018
- Subtotal of Postdoc: 1 Years, 305 Days**
- UCSD VS: 0 Years, 0 Days

A red arrow points from the text above to the 'Next UCSD Postdoc Anniversary' line in the summary.

The system will derive the date based on initial appointment/hire date.

Anniversary Date

To manually change the anniversary date, click on the “change anniversary date appointment” link.



Appointments	Person	Degrees	Experience	Compliance	Training	IDP	Comments
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Show Active Only
Current Anniversary Appointment Start Date: 01/01/2017

[Change Anniversary Date Appointment](#)

[+ Add Appointment](#)

Add the new anniversary date and save.

Refresh your screen and the new date should appear in the Work Experience Summary box.



Policy allows anniversary date to be changed only when the postdoc receives a fellowship that is effective before the current appointment end date, and pays equal to or more than the next salary level. This allows appointment period to match funding source period.

Separation

If a scholar separates before the registered end date, click on the active appointment, choose the action “separation”, click edit, and change the end date of the appointment and the end date of the funding. In the Comments, indicate reason for separation and upload any necessary documentation (ie Out of PX unit request, resignation).

If the scholar reaches normal end date and the appointment will not be renewed, no action is required.



Additional Information

Smith, Joseph

Appointments | Person | Degrees | Experience | Compliance | Training | IDP | Comments

Show Active Only

+ Add Appointment

Primary	08/30/2012 - 08/29/2013	3253
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Unclick to see all appointments



Click Comments Tab to see history of actions and comments made during submission and approval



Information is "live." Any changes you make is permanent. Therefore, please ensure all entries are accurate, appropriate and action is entered correctly.



If you clicked +Add Appointment, but change your mind, refresh the page in your browser bar and the cascade will disappear.

Reminder

Postdoctoral Scholars

- New postdoc offers must be given no later than 7 days after appointment start date, and reappointments must be given within 30 days PRIOR to start date.
- Reduction in salary request is an exception that must be approved by the UAW. In order to process in a timely fashion, requests must be submitted to OPVSA 3 months in advance of reappointment start date to allow UAW the required 30 days for review.
- Postdocs may NOT work without an official offer of appointment.
- Temporary supplement in pay, that is not part of the base pay, may be withdrawn as appropriate.

Visiting Scholars

- Visiting Scholars are not eligible to receive compensation for work performed. Per APM 430-20, payments for travel and incidental research expenses, as well as health insurance may be allowable. Additionally, Visiting Scholars may receive supplementary support in the form of a cost of living allowance, or support to help defray the amount of money spent on food, clothing, housing and other basic necessities. Please contact visitingscholar@ucsd.edu for more information.

Patent Acknowledgement

- New postdocs must sign the Patent Acknowledgement as part of their new hire paper work.

Patent Amendment

- Starting November 28, 2011, employees hired on or before October 31, 2011 will be contacted through University email by an outside vendor, VR Election Services (VRES). The email will provide instructions on how the employee can electronically sign the Amendment. This electronic process will continue through February 29, 2012, and during this period, employees who have not yet signed will receive occasional reminders to complete the signature process prior to the end date. Those employees who do not have e-mail addresses will receive information and instructions by USPS mail.
- If a postdoc has not signed the new Patent Acknowledgement, reappointments will not be approved until the form has been signed.
- **How do I sign the Amendment through At Your Service Online (AYSO)?**
To sign the Amendment through AYSO,
 - Sign in to your personal account at <http://atyourserviceonline.ucop.edu/ayso/>.
 - Select "My Patent Amendment" in the "About [Your Name]" section in the upper left corner of the page. From there, you'll be taken to a page that displays the Amendment.
 - Select the "I Agree" button at the bottom of the page to electronically sign the Amendment.
- **I neglected to print out the confirmation page; is there a way to get a copy?**
 - Sign in to your personal account at <http://atyourserviceonline.ucop.edu/ayso/>.
 - Select "My Patent Amendment" in the "About [Your Name]" section in the upper left corner of the page. If you've already signed the Amendment, you'll see the date and time you signed the Patent Amendment along with the Amendment itself.

How to report RSAS technical issue

If you have a technical problem with RSAS, please send an email to rsasdev@ad.ucsd.edu with the following information:

1. Your name
2. Email address
3. Name of the browser and version (eg. Internet Explore v 9.5, Chrome v 2.0, Safari v.8.0)
4. Screen shot (Place cursor on the page and press Alt button with PrtScn button)
5. Name of Scholar you were working on.
6. Describe what you were trying to do when the error occurred.

FAQ

GENERAL ISSUES

1. I created a person but now he is not coming to UCSD. How can I delete him from the system?

Because the system is open and in order to maintain data integrity, department users may not delete persons. Please email rsas@ad.ucsd.edu with name and reason for the deletion.

2. I'm entering information but it is not showing up?

Try refreshing the page.

3. The institution where the Scholar earned his degree or had an appointment is not in the drop down list.

Try entering the name of the institution in case it is listed differently than how it appears in the CV. If it is not in the list, send an email to rsas@ad.ucsd.edu to add the institution. Please include the full name of the institution.

Contacts and Resources



To request access to RSAS, ask a general system question, or request to add institution to system, e-mail Lisette Reynolds at lrslipper@ucsd.edu.

If you have a technical issue, e-mail rsas@ad.ucsd.edu with a screen shot of error message or problem and description of what you were trying to do when the error message or problem occurred.

For general policy and “how to” questions, please contact:

Merritt Bradford * merritt@ucsd.edu * (858) 534-3553
for Postdoctoral Scholars.

Lisette Reynolds * lrslipper@ucsd.edu * (858) 822-7510
for Visiting Scholars.

Website: rsas.ucsd.edu