Job Aid: Intercampus One-Time Payment Form (UPAY 644C-T)

Purpose
To provide guidance on how to submit an Intercampus One-Time Payment (OTP) form to compensate a UC academic title from another UC campus for their one-time academic service to UCSB.

This guidance does not apply to the one-time payment process for UCSB employees receiving additional compensation for qualified work performed at UCSB. Please see the UCPath Certification and Input Job Aid for guidance on this on-campus process.

Intercampus Forms

The One-Time Payment form is used to request payment for short term activities including virtual or in-person events hosted by a UCSB department where a guest academic employee from another UC campus performs services for pay – Interlocation One-Time Payment Form - UPAY 644C-T

Example Scenario: UCSB is hosting a lecture event with a guest speaker, a professor from UC Davis.

UCSB (host) department initiates one-time payment form

UCSB department sends form to UCSB Academic Personnel (UCSB APO)

UCSB APO validates and sends form to employee’s home UC campus Academic Personnel Office

Home UC Academic Personnel Office approves and returns to UCSB APO

UCSB APO Processes Employee Payment in UC Path
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## Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Intercampus One Time Payment form</td>
<td>UCSB host department</td>
<td>Access form at ap.ucsb.edu &gt; Forms &gt; Intercampus One-Time Payment (UPAY 644C-T). Review the employee’s Person Org Summary in UCPath and contact the employee’s home UC campus department to obtain employee information required on the form.</td>
</tr>
<tr>
<td>Submit form to UCSB APO</td>
<td>UCSB host department</td>
<td>Submit the complete and accurate form to UCSB APO. Consult with UCSB APO if you have questions about the form fields including the “Host Location” and “Event/Service” sections.</td>
</tr>
<tr>
<td>Local Policy Review</td>
<td>UCSB APO</td>
<td>Review the form for completeness, accuracy and policy allowability; send the form to employee’s home UC campus Academic Personnel for approval.</td>
</tr>
<tr>
<td>Home UC Campus Policy Review</td>
<td>UCSB APO / other UC campus APO</td>
<td>Send the form to employee’s home UC campus Academic Personnel for policy review, adjustment and approval.</td>
</tr>
<tr>
<td>Final Approval and Processing</td>
<td>UCSB APO</td>
<td>UCSB APO receives approved form from home UC campus and sends to AP Path team for processing. Payment is issued via the on-cycle payroll process. UCSB APO sends a copy of the final form to the host department.</td>
</tr>
</tbody>
</table>
Timing and Method of Payment

Departments are encouraged to submit intercampus payment forms as early as possible in advance of the appointment or event. Payments are issued in the manner already set up for the academic employee within UC Path and are typically issued via direct deposit.

Payment requests take time as the one-time payment request form requires both APO policy review and departmental approval at both campuses, and more processing time with potential back and forth due to form or policy discrepancies. Once all approvals are finalized, payment is typically issued within 1-2 pay cycles.

Policy References and Payroll Deadlines

Intercampus Payments: RB V1-15

Other Additional Compensation (including earn code details): RB V1-17

Additional Compensation: RB V1-10

Compensation: RB V1-9

Deadlines for UCPath Academic Actions
When UCSB is the host campus for an event; the One-Time Payment form is required. Obtain data from the Person Org Summary in UCPath and departmental contact at the other UC campus.

Fill out this section completely and accurately. Consult with UCSB APO for questions about specific fields, such as appropriate job code, earn code, and title to use.

Ensure the funding string is accurate and valid.

Provide a thorough and complete explanation of the appointment and the work the employee is expected to undertake.

Your department (or Dean, as appropriate) that is providing the funding for this appointment should sign here.

Leave this blank! UCSB APO will sign here once the form data has been vetted.

Leave this blank! UCSB APO will work with the home campus to obtain home campus signatures.