

UC **SANTA BARBARA**

Academic Personnel

Job Aid: Intercampus One-Time Payment (OTP) Multi-Location Appointment (MLA)

Purpose

Guidance on how to correctly complete Intercampus One-Time Payment form and/or a Multi-Location Appointment form for academic employees across multiple UC campuses

Scenario: UCSB is the Home Campus

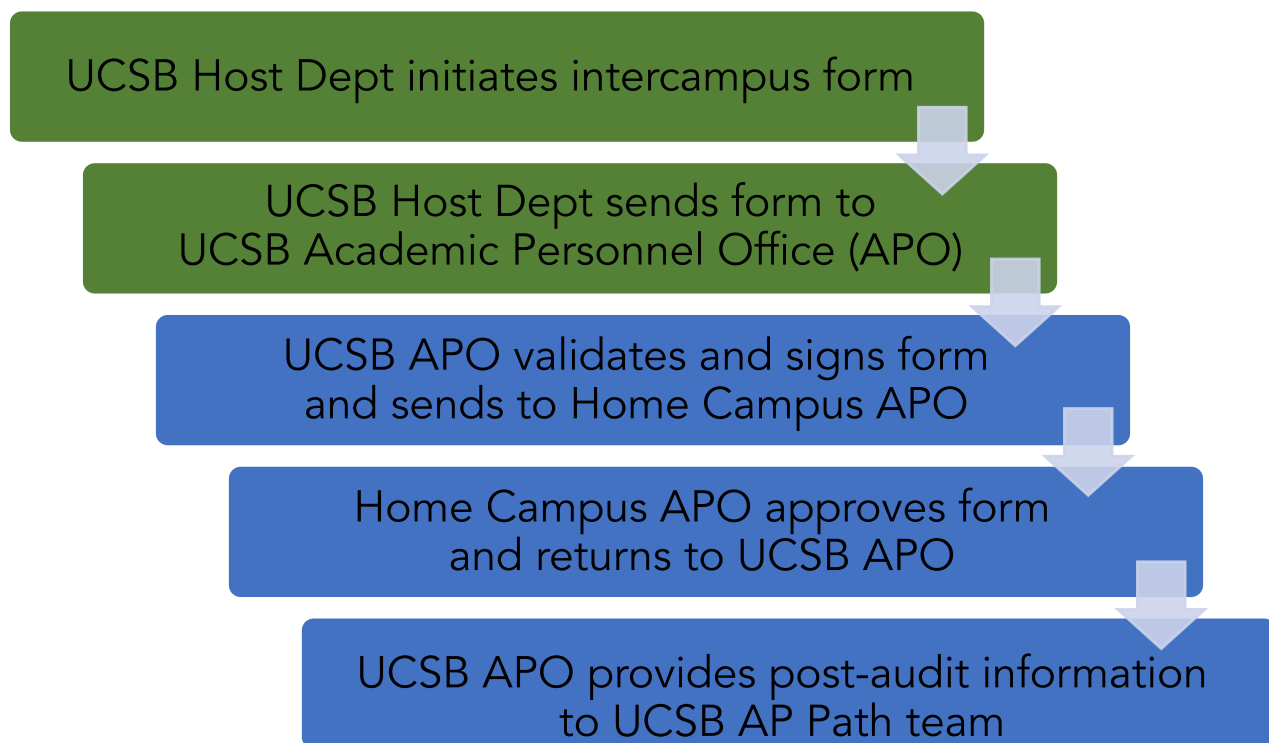
If you are contacted by someone at another UC campus who is hosting a UCSB employee for a one-time payment or a multi-location appointment, please do *not* sign or route any forms. UCSB Departments need only provide the employee's home (UCSB) campus information. The host campus is responsible for completing the form and routing it through their respective Academic Personnel Office.

Scenario: UCSB is the Host Campus

In this scenario, your department would like to host an employee from another UC campus and provide a one-time payment or a multi-location appointment.

Here is the overall sequence of events:

Steps in **green** denote actions that your department is responsible for



Process Steps

Note: Steps highlighted in green denote actions that your department is responsible for completing

Step	Responsible Party	Actions
Complete the intercampus form	UCSB Host Department	- Download the form from the Forms page of the AP website. - Obtain preliminary employee information from Person Org Summary in UCPATH - Coordinate with your counterpart at the Home Campus to obtain the rest of the employee information - Fill out the <i>Host Location Information</i> section completely
Submit the form to UCSB APO	UCSB Host Department	- Obtain signature for <i>Fund Source Authorization</i> field - Email the completed form to ap-inquiry@ucsb.edu
Local Policy Review	UCSB APO	- Review the form for completeness, accuracy, and policy allowability. Coordinate changes with department as needed. - Sign in the <i>Host Location Dean/AP/Staff HR</i> section - Send the form to Home Campus APO
Local Policy Review and Approval	Home Campus APO	- Review the form for payment/appointment allowability per Home Campus policy - Sign in the <i>Home Location Dean/AP/Staff HR</i> section - Return the form to UCSB APO
Post-Audit actions	UCSB APO and UCSB AP Path team	- If OTP: - AP Path team processes payment in UCPATH - If MLA: - AP Path team creates position in UCPATH and sends instructions to UCSB Host Dept
Follow Up Transactions	UCSB Host Department	- If OTP: - Nothing for Host Dept to do! - If MLA: - Submit Hire template transaction in UCPATH

Example: OTP or MLA, UCSB is the HOME campus

OTP: UCLA is hosting a public lecture series and invites a professor in your department to give a lecture. UCLA wants to pay them an honoraria for their work and contacts you to get their information.

MLA: UCLA is hiring a UCSB professor to teach a course. UCLA contacts you to get the professor's information.

Complete ALL of Section 1 **check every box**
OR
Provide ALL of this info to the home campus

Obtain employee info
from UCPATH

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: ☐ **MLA** (ongoing; complete sections 1, 2, 4 & 5) ☐ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	UC Santa Barbara	Home Department(s)	Computer Science
Employee Name	Tallulah Tomlinsonham Shripingshire	Employee ID	12345678
Job Title(s)	Professor	Job Code(s)	1143
Salary	\$234,567	Step	9
Primary Pay Schedule	☒ MO ☐ BW	Total Job FTE	100%
	* FLSA Status: ☒ Exempt ☐ Non-Exempt	Frequency	☐ UC_9M ☐ UC_10 ☒ UC912 ☐ UC_FY

Complete Home Location
Contact Box ONLY in Section 5

DO NOT SIGN
Return form to Host Campus for processing

Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name:	Department Fund Source Authorization (Name)		Date
Phone/Email:	Dean's Office/Academic Personnel or Staff HR (Name)		Date
Home Location			
Location Contact Name:	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Phone/Email:	[LEAVE BLANK]	[LEAVE BLANK]	

Example: OTP, UCSB is the HOST campus

Your dept hosts a lecture series and has invited a UCR professor to give a lecture.

Complete ALL of Section 1
check every box

1. Obtain employee info from UCPATH
2. Contact a colleague at the employee's campus/department to help complete all of Section 1

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: ☐ **MLA** (ongoing; complete sections 1, 2, 4 & 5) ☒ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	UC Riverside		Home Department(s)	Computer Science	
Employee Name	Claudia Blythe Buckleupbuttercup		Employee ID	12345678	
Job Title(s)	Professor	Job Code(s)	1143	Step	9
Salary	\$234,567	☒ Annually ☐ Hourly	Total Job FTE	100%	
Primary Pay Schedule	☒ MO ☐ BW	* FLSA Status: ☒ Exempt ☐ Non-Exempt	Frequency	☐ UC_9M ☐ UC_10 ☒ UC912 ☐ UC_FY	

1. Job Code & Job Title is for the work you are hiring this person to do at UCSB, NOT their Job Code & Job Title from Section 1.
2. Section 4 should contain detailed/expansive language to ensure clarity and completeness (**more = better**)
3. If available, attach a flyer/advertisement to the form

Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

Host Location	UC Santa Barbara	Host Department	Graduate Division
Job Code & Job Title	1650 LECT-MISCELLANEOUS/PART TIME	One-Time Payment Amount	\$650
Earn Code	HON	Fund Source (COA or FAU)	1811.12345.1234567.123456.12.000.0000000.
Service Dates	03/19/25 to 03/19/25		123456.00000

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

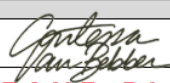
Professor Blythe will give a lecture entitled "Why UCSB Academic Personnel Staff Are the Best People" as a part of the Grad Division's annual lecture series on awesome people. The lecture series is open to all graduate students and all other awesome people of the world. A flyer/advertisement for the lecture series is attached.

Complete ALL
of Sections 3 + 4
Do not leave any box empty

Complete Selected
Portions of Section 5

1. Complete both Location Contact boxes (2 total)
2. Insert Dept Fund Source Auth name, obtain signature + date, LEAVE ALL OTHER BOXES BLANK
3. Submit completed form to ap-inquiry@ucsb.edu for processing

Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name: Slim Shady Phone/Email: slims@ucsb.edu	Department Fund Source Authorization (Name) Contessa Van Bebber, Grad Div Chair		Date 02/24/25
	Dean's Office/Academic Personnel or Staff HR (Name) [LEAVE BLANK]	[LEAVE BLANK]	Date
Home Location			
Location Contact Name: Sasha Fierce Phone/Email: sashaf@ucr.edu	Dean's Office/Academic Personnel or Staff HR (Name) [LEAVE BLANK]	Dean's Office/Academic Personnel or Staff HR (Signature) [LEAVE BLANK]	Date

Example: MLA, UCSB is the HOST campus

Your dept hires a UCSD professor to teach a course at UCSB.

Complete ALL of Section 1
check every box

1. Obtain employee info from UCPATH
2. Contact a colleague at the employee's campus/department to help complete all of Section 1

MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM ¹

Select: ☒ **MLA** (ongoing; complete sections 1, 2, 4 & 5) ☐ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

Home Location	UC San Diego	Home Department(s)	Computer Science
Employee Name	Corrine Corbin Lastio	Employee ID	12345678
Job Title(s)	Lecturer	Job Code(s)	1630
Salary	\$123,456	☒ Annually ☐ Hourly	Total Job FTE
Primary Pay Schedule	☒ MO ☐ BW	* FLSA Status: ☒ Exempt ☐ Non-Exempt	Step 21
		Frequency	58%
			☐ UC_9M ☐ UC_10 ☒ UC912 ☐ UC_FY

1. Job Code & Job Title are for the work you are hiring this person to do at UCSB, NOT their Job Code & Job Title from Section 1.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

Host Location	UC Santa Barbara	Host Department	Electrical and Computer Engineering
Job Title	Lecturer 1/9	Job Code	1632
Salary	\$123,456	Job FTE	25%
Primary Pay Schedule	☒ MO ☐ BW	Frequency	Step 17
Pay Period Dates	07/05/25 to 09/21/25		Earn Code REG
		Fund Source (COA or FAU)	☒ UC_9M ☐ UC_10 ☐ UC912 ☐ UC_FY
			1811.12345.1234567.123456.12.000.0000000.123456.00000

Complete ALL of Section 2
leave no box empty

Complete Section 4
and selected portions
of Section 5

1. Section 4 should contain detailed/expansive language to ensure clarity and completeness (more = better)
2. Section 5
 - Complete both Location Contact boxes (2 total)
 - Insert Dept Fund Source Auth name, obtain signature + date, LEAVE ALL OTHER BOXES BLANK
 - Submit completed form to ap-inquiry@ucsb.edu for processing

Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Professor Lastio will be teaching ELEG 412 course "UCSB AP Staff Are the Best People and their Application to ELEG"

Section 5: APPROVALS (complete for both MLA and OTP)

Host Location			
Location Contact Name:	Department Fund Source Authorization (Name)		Date
Issa Rae	Robin Thede, MSO		06/09/25
Phone/Email:	Dean's Office/Academic Personnel or Staff HR (Name)		Date
issar@ucsb.edu	[LEAVE BLANK]	[LEAVE BLANK]	
Home Location			
Location Contact Name:	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Quinta Brunson	[LEAVE BLANK]	[LEAVE BLANK]	
Phone/Email:			
quintab@ucsd.edu			