

## Job Aid: Intercampus Appointments and One-Time Payments

### Purpose

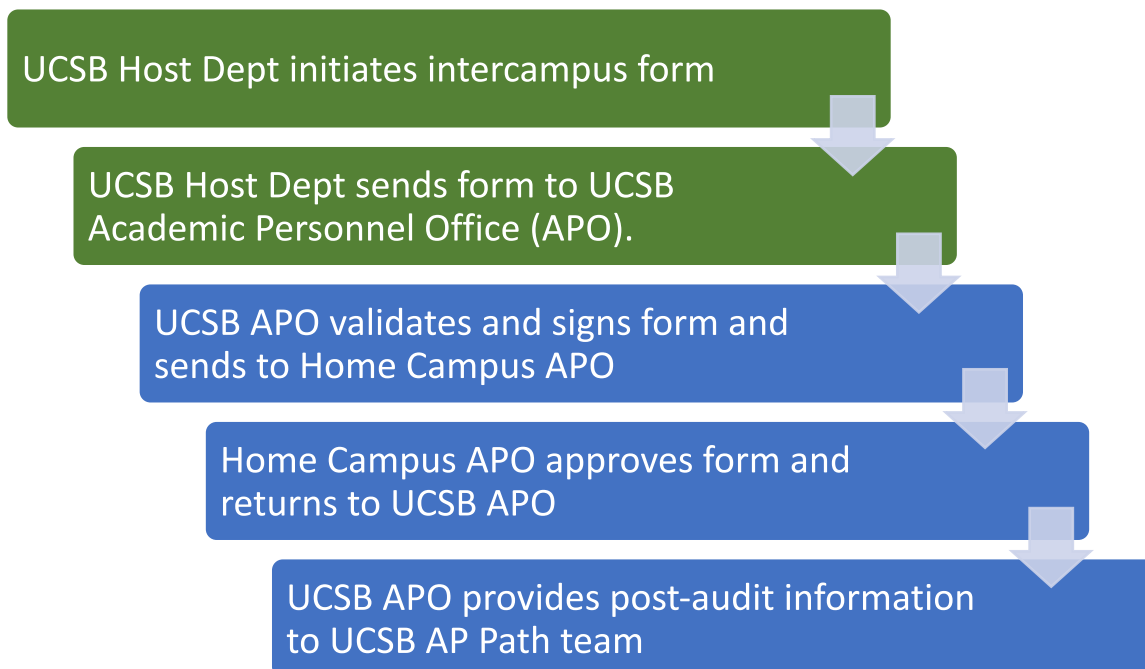
To provide guidance on how to process an **Intercampus Multi-Location Appointment** and/or **Intercampus One-Time Payment** form for academic employees across multiple UC campuses.

### Scenario: UCSB is the Home Campus

If you are contacted by someone at another UC campus who is hosting a UCSB employee for one-time payment or 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 for a one-time payment or 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

Step	Responsible Party	Actions
Complete the intercampus form	UCSB Host Department	<ul style="list-style-type: none"> <li>Download the form from the <a href="#">Forms page</a> of the AP website.</li> <li>Obtain preliminary employee information from <b>Person Org Summary</b> in UCPATH</li> <li>Coordinate with your counterpart at the Home Campus to obtain the rest of the employee information</li> <li>Fill out the <i>Host Location Information</i> section completely</li> </ul>
Submit the form to UCSB APO	UCSB Host Department	<ul style="list-style-type: none"> <li>Obtain signature for <i>Fund Source Authorization</i> field</li> <li>Email the completed form to <a href="mailto:ap-inquiry@ucsb.edu">ap-inquiry@ucsb.edu</a></li> </ul>
Local Policy Review	UCSB APO	<ul style="list-style-type: none"> <li>Review the form for completeness, accuracy, and policy allowability. Coordinate changes with department as needed.</li> <li>Sign in the <i>Host Location Dean/AP/Staff HR</i> section</li> <li>Send the form to Home Campus APO</li> </ul>
Local Policy Review and Approval	Home Campus APO	<ul style="list-style-type: none"> <li>Review the form for payment/appointment allowability per Home Campus policy</li> <li>Sign in the <i>Home Location Dean/AP/Staff HR</i> section</li> <li>Return the form to UCSB APO</li> </ul>
Post-Audit actions	UCSB APO and UCSB AP Path team	<ul style="list-style-type: none"> <li>If OTP: <ul style="list-style-type: none"> <li>AP Path team processes payment in UCPATH</li> </ul> </li> <li>If MLA: <ul style="list-style-type: none"> <li>AP Path team creates position in UCPATH and sends instructions to UCSB Host Dept</li> </ul> </li> </ul>
Follow Up Transactions	UCSB Host Department	<ul style="list-style-type: none"> <li>If OTP: <ul style="list-style-type: none"> <li>Nothing for Host Dept to do!</li> </ul> </li> <li>If MLA: <ul style="list-style-type: none"> <li>Submit Hire template transaction in UCPATH</li> </ul> </li> </ul>

**Example (Intercampus OTP):** Your department hosts a public lecture series and you have invited a guest speaker from UC Riverside to give a talk.

### Complete all of Section 1

Obtain employee info from **Person Org Summary** and home campus contact.

Select OTP

#### MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM <sup>1</sup>

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	Clint Barton		Employee ID	10000000	
Job Title(s)	Professor		Job Code(s)	1100	Step 5
Salary	\$ 184,200.00	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	100%	
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency	<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY	

\* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

### Complete Sections 3 & 4

Consult with AP for questions about how to correctly fill out this section

Ensure funding is accurate

#### 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-MISC/PART TIME		One-Time Payment Amount	\$ 650.00	
Earn Code	HON		Fund Source (COA or FAU)	8-444123-18086-2, SSR Fund	
Service Dates	Jan 15, 2023 to Jan 15, 2023				

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

Professor Barton provided a talk titled "Archery with Precision" as part of Grad Div's annual SHIELD Lecture Series workshop (see attached event flyer). This workshop is open to all UCSB graduate students and interested community members.

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

### Fill out parts of Section 5

Your contact info

Be sure to get your unit's fund source authorizer to sign

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

Host Location			
<b>Location Contact</b> Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@graddiv.ucsb.edu	Department Fund Source Authorization (Name)	Department Fund Source Authorization (Signature)	Date
	Phil Coulson, Grad Div Chair	Phil Coulson	01/25/2023
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
<b>Location Contact</b> Name: Stewart Staff Phone/ 951-827-5639 Email: stewart@cs.ucr.edu	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

Home campus contact, i.e. who helped you fill out Section 1

Leave These Blank!

**Example (Intercampus OTP):** Your department hosts a public lecture series and you have invited a guest speaker from UC Riverside to give a talk.

Select OTP

**MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM \***  
 Select: ☐ **MLA** (ongoing; complete sections 1, 2, 4 & 5) ☒ **OTP** (single payment; complete sections 1, 3, 4 & 5)

Obtain employee info from **Person Org Summary** and home campus contact, to fill out Section 1 completely

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

Home Location	UC Riverside	Home Department(s)	Computer Science
Employee Name	Clint Barton	Employee ID	10000000
Job Title(s)	Professor	Job Code(s)	1100 Step 5
Salary	\$ 184,200.00	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE 100%
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY

\* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

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

Host Location		Host Department	
Job Title		Job Code	Step
Salary	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly	Job FTE	Earn Code
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	Frequency	<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY
Pay Period Dates	to	Fund Source (COA or FAU)	

Consult with AP for questions about how to correctly fill out this section

**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-MISC/PART TIME	One-Time Payment Amount	\$ 650.00
Earn Code	HON	Fund Source (COA or FAU)	8-444123-18086-2, SSR Fund
Service Dates	Jan 15, 2023 to Jan 15, 2023		

Ensure funding is accurate

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

Professor Barton provided a talk titled "Archery with Precision" as part of Grad Div's annual SHIELD Lecture Series workshop (see attached event flyer). This workshop is open to all UCSB graduate students and interested community members.

Provide a thorough and complete explanation of the appt and the work expected to be undertaken

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

Your contact info

Host Location			
Location Contact Name: Annabel Analyst	Department Fund Source Authorization (Name): Phil Coulson, Grad Div Chair	Department Fund Source Authorization (Signature): Phil Coulson	Date: 01/25/2023
Phone/ 805-893-1234	Dean's Office/Academic Personnel or Staff HR (Name):	Dean's Office/Academic Personnel or Staff HR (Signature):	Date:
Email: annabel@graddiv.ucsb.edu			
Home Location			
Location Contact Name: Stewart Staff	Dean's Office/Academic Personnel or Staff HR (Name):	Dean's Office/Academic Personnel or Staff HR (Signature):	Date:
Phone/ 951-827-5639			
Email: stewart@cs.ucr.edu			

Make sure unit's fund authorizer signs!

Leave these blank!

RETN ACCOUNTING: 5 YE OF DISABILITY, RETIREMENT, OR DISCIPLINARY ACTION, IN WHICH CASE RETAIN UNTIL AGE 70. OTHER COPIES: 0-5 YEARS AFTER SEPARATION.

**Example (Intercampus MLA):** Your department is hiring a Lecturer from UCLA to teach a course in your department during Spring 2023.

Select MLA

Obtain employee info from **Person Org Summary** and home campus contact, to fill out Section 1 completely

**MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM <sup>1</sup>**

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	UCLA	Home Department(s)	Electrical & Computer Engineering
Employee Name	Wanda Maximoff	Employee ID	12345678
Job Title(s)	Lecturer-AY, Academic Coordinator II-FY	Job Code(s)	1630, 0843
Salary	\$ 103,229.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Step	17, 2
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	Total Job FTE	58%
* FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		Frequency	<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY

\* Note: For MLAs, pay schedule and FLSA status must match across appointments. Please consult with your AP Office or Staff HR Office, as appropriate.

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

Host Location	UC Santa Barbara	Host Department	Computer Science
Job Title	Lecturer-1/9	Job Code	1632
Salary	\$ 109,516.00 <input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Step	19
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW	Job FTE	33.33%
Frequency		Earn Code	REG
Pay Period Dates		04/01/2023 to 06/30/2023	Fund Source (COA or FAU)
		8-444123-19900-0	

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

Host Location		Host Department	
Job Code & Job Title		One-Time Payment Amount	
Earn Code		Fund Source (COA or FAU)	
Service Dates			

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

Dr. Maximoff will be teaching CS 101 at UCSB during Spring 2023. See attached appointment paperwork.

Your contact info

Provide a thorough description of the appointment

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

Host Location			
Location Contact Name: Annabel Analyst Phone/ 805-893-1234 Email: annabel@cs.ucsb.edu	Department Fund Source Authorization (Name) Nicholas J. Fury	Department Fund Source Authorization (Signature) <i>Nick Fury</i>	Date Jan 28, 2023
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
Location Contact Name: Stewart Staff Phone/ 951-827-5639 Email: stewart@ece.ucr.edu	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

Your home campus contact

Make sure unit's fund authorizer signs!

Leave These Blank!