

UC SANTA BARBARA Academic Personnel

Job Aid: Intercampus Appointments and One-Time Payments

Purpose

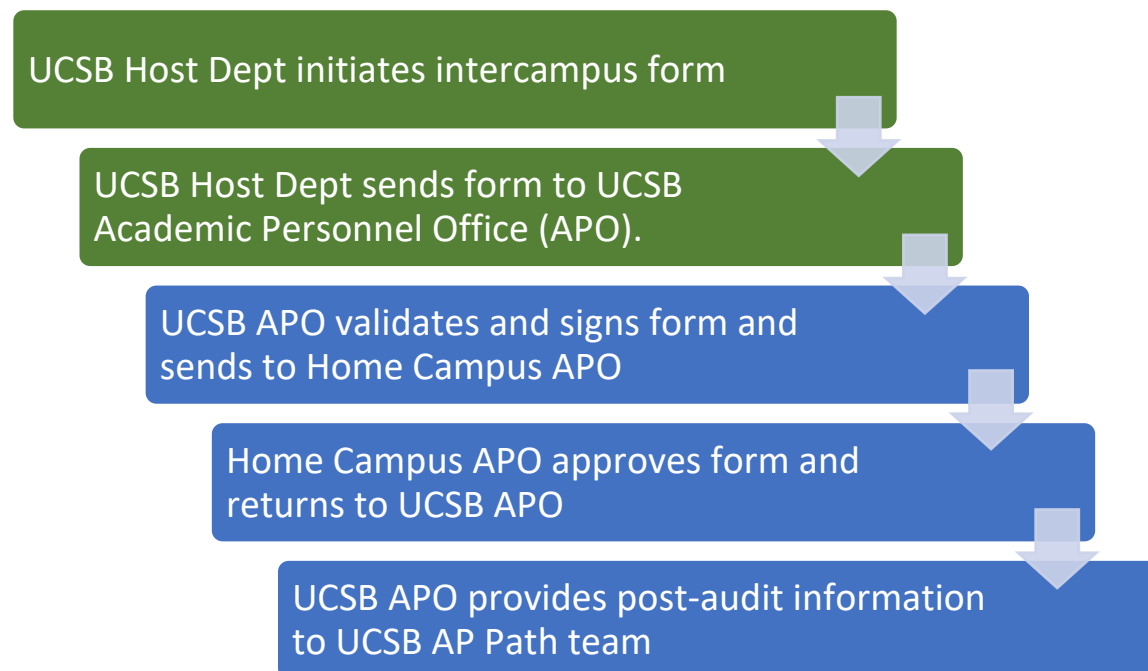
To provide guidance on how to process an **Intercampus Multi-Location Appointment** and/or **Intercampus One-Time Payment** form for academic employees across multiple UC campuses.

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"> ● 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	<ul style="list-style-type: none"> ● Obtain signature for <i>Fund Source Authorization</i> field ● Email the completed form to ap-inquiry@ucsb.edu
Local Policy Review	UCSB APO	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● If OTP: <ul style="list-style-type: none"> ○ AP Path team processes payment in UCPATH ● If MLA: <ul style="list-style-type: none"> ○ AP Path team creates position in UCPATH and sends instructions to UCSB Host Dept
Follow Up Transactions	UCSB Host Department	<ul style="list-style-type: none"> ● If OTP: <ul style="list-style-type: none"> ○ Nothing for Host Dept to do! ● If MLA: <ul style="list-style-type: none"> ○ Submit Hire template transaction in UCPATH

See below examples for step-by-step guidance on how to fill out the form when it is an OTP or MLA, respectively:

Example (Intercampus OTP): Your dept hosts a public lecture series and you've invited a guest speaker from UCR to give a talk.

Select OTP

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)

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)

Location	UC Riverside		Home Department(s)	Computer Science	
Name	Clint Barton		Employee ID	10000000	
Job Code(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 checked="" type="checkbox"/> UC912 <input type="checkbox"/> UC_FY	
Pay Period Dates		to	Source (COA or FAU)		

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 - Guest Lecturer		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.

Your contact info

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)

Host Location			
Location Contact 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			
Location Contact 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

Make sure unit's fund authorizer signs!

Your home campus contact

Leave these blank!

Example (Intercampus MLA): Your department is hiring a Lecturer from UCLA to teach a course in your dept during S'23.

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

Select MLA **MLA** (ongoing; complete sections 1, 2, 4 & 5) **OTP** (single payment; complete sections 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	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	Step 17, 2
Salary	\$ 103,229.00	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	58%	
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 checked="" 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	Step 19
Salary	\$ 109,516.00	<input checked="" type="checkbox"/> Annually <input type="checkbox"/> Hourly	Job FTE	33.33%	
Primary Pay Schedule	<input checked="" type="checkbox"/> MO <input type="checkbox"/> BW		Frequency	<input checked="" type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY	
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 Appointment)

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

Consult with AP for questions about filling out this section correctly

Ensure funding is accurate

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.

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)	Department Fund Source Authorization (Signature)	Date
	Nicholas J. Fury	Nick Fury	Jan 28, 2023
		Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)
		Home Location	
Location Contact Name: Stewart Staff Phone/ 310-827-5639 Email: stewart@ece.ucla.edu	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

Your contact info

Your home campus contact

Make sure unit's fund authorizer signs!

Leave these blank!