# UC SANTA BARBARA Academic Personnel

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

### **Purpose**

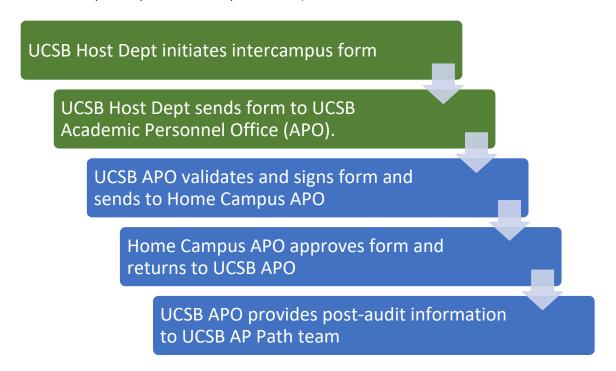
To provide guidance on how to process an Intercampus Multi-Location Appointment and/or Intercampus One-Time Payment form for academic employees across multiple UC campuses.

### **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> <li>Download the form from the Forms page of the AP website.</li> <li>Obtain preliminary employee information from Person Org Summary 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 Host Location Information section completely</li> </ul>
Submit the form to UCSB APO	Party  UCSB Host Department  D	
Local Policy Review	UCSB APO	department as needed.  • Sign in the <i>Host Location Dean/AP/Staff HR</i> section
Local Policy Review and Approval	Home Campus APO	allowability per Home Campus policy • Sign in the Home Location Dean/AP/Staff HR section
Post-Audit actions		<ul> <li>AP Path team processes payment in UCPath</li> <li>If MLA:</li> <li>AP Path team creates position in UCPath and</li> </ul>
Follow Up Transactions	UCSB Host Department	<ul> <li>If OTP:         <ul> <li>Nothing for Host Dept to do!</li> </ul> </li> <li>If MLA:         <ul> <li>Submit Hire template transaction in UCPath</li> </ul> </li> </ul>

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.

MULTI-LocATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM 1 Selects							Select OTP	
Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)  To UG Riverside  Home Department(s) Computer Science  Employee in 10 (0000000  Step 15 (2000000000000000000000000000000000000	Soloct						2 4 % E\	
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*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   Job Tritle   Job Code   Step   Salary   Consult with AP for questions   Step   Salary   Consult with AP for questions   Source (COA or FAU)   Ensure funding is accurate   Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)  Host Location   UC Sanla Baftara   Host Department   Graduate Division   Source (COA or FAU)   Ensure funding is accurate   Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)  Host Location   UC Sanla Baftara   Host Department   Graduate Division   Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)  Professor Barton provided a talk titled "Archery with Precision" as part of Grad Divis annual SHIELD Lecture Series workshop (see attached event flyer). This workshop is open to all UCSB graduate students and interested commentaty members.  Vour contact info  Section 5: APPROVALS (complete for both MLA and OTP)  Host Location   Department Fund Source Authorization (Signisture)   Phil Coulson, Grad Div Chair   Short Coulson, Grad Div Chair   Short Ch					Total Job F			
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**Example (Intercampus MLA):** Your department is hiring a Lecturer from UCLA to teach a course in your dept during S'23.

elect MLA Select	MLA (o	CATION APPOINTMENT/IN ngoing; complete sections 1, 2, 4	& 5)	OTP (single payment; con	nplete sec Sur	Obtain employee info frommary and home campu out Section 1 com	us contact, to fi	
	Sect	ion 1: HOME LOCATION IN	ORMATION (					
Home Location						Electrical & Computer Engineering		
Employee Name			37	Employee ID	12010010	-1		
		Y, Academic Coordinator II-F		Code(s) 1630, 0843 Total Job FTE		Step   17, 2		
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		T LOCATION INFORMATION						
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Job Title	Lecturer-1		Job (	Code 1632		P 19		
Salary	\$ 109,516.	0 ⊠ Annually □ Hou	ly Job	FTE 33.33%		de REG		
Primary Pay Schedule	MO □BW			Frequency	/ ⊠UC_9M □	JC_10 □UC912 □UC_	FY	
Pay Period Dates	04/01/2023	3 to 06/30/2023		Fund Source (COA or FAU)	8-444123-1	19900-0		
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	Se	ection 4: REASON FOR APPO	INTMENT (co	omplete for both MLA and	І ОТР)			
Dr. Maximoff will be tea	aching CS 1	01 at UCSB during Spring 20	023. See attac	hed appointment paperwo	rk. Provide	a thorough descriptio appointment	n of the	
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Your contact	info		Host Location	1	N	Make sure unit's fund au	thorizer signs!	
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Name: Annabel Analyst	Ni	cholas J. Fury		Nick Furn		Jan 28, 20	)23	
Phone/ 805-893-1234 Email: annabel@cs.ucsb.edu		ean's Office/Academic Personnel or Sta	iff HR (Name)	Dean's Office/Academic Person	nnel or Staff HR (	Signature) Date		Lea
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ocation Contact Name: Stewart Staff	De	ean's Office/Academic Personnel or Sta	ff HR (Name)	Dean's Office/Academic Persor	nnel or Staff HR (	Signature) Date		bla
Phone/ 210-827-5639 Email stewart@ece.ucla.edu								