Job Aid: Temporary Inter-Location or Multi-Location Appointment Form (UPAY 560-T)

Purpose
To provide guidance on how to submit a multilocation appointment form (MLA) to appoint and compensate an employee from another UC campus to for their 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 Multi-location Appointment form (MLA) is used to ensure appointment attributes align and obtain inter-campus agreement when a UC employee is performing work for a specified term or ongoing activity in which there is overlap with employee’s service on another UC campus – Temporary Inter-location or Multi-location Appointment Form - UPAY 560-T

Example Scenario: UCSB hires a lecturer from UCLA who will be teaching a class at UCSB for one quarter.
Job Aid: Temporary Inter-Location or Multi-Location Appointment Form (UPAY 560-T)

Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Multi-Location Appointment</td>
<td>UCSB host department</td>
<td>Access form at ap.ucsb.edu &gt; Forms &gt; Multicampus Appointment Form UPAY 560-T. Review the employee’s Person Org Summary in UCPaPath and contact the employee’s home UC campus department to obtain employee information required on the form.</td>
</tr>
<tr>
<td>form</td>
<td></td>
<td>Submit the complete and accurate form to UCSB APO. Consult with UCSB APO if you have questions about the form fields.</td>
</tr>
<tr>
<td>Submit form to UCSB APO</td>
<td>UCSB host department</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>Local Policy Review</td>
<td>UCSB APO</td>
<td>Send the form to employee’s home UC campus Academic Personnel for policy review, adjustment and approval.</td>
</tr>
<tr>
<td>Home 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>Form Processing</td>
<td>UCSB APO</td>
<td>Receive the approved form from the home UC campus; provide a final copy of the form to the UCSB host department.</td>
</tr>
<tr>
<td>Process UCSB appointment request</td>
<td>UCSB host department and Control Point</td>
<td>Control Point approves appointment, with copy to UCSB APO for post-audit. UCSB AP Path team is provided both the approved MLA form and appointment approval for position update/creation.</td>
</tr>
<tr>
<td>Process new hire</td>
<td>UCSB host department</td>
<td>Department submits hire template transaction in UCPaPath and uploads approved MLA form to the hire.</td>
</tr>
</tbody>
</table>
Job Aid: Temporary Inter-Location or Multi-Location Appointment Form (UPAY 560-T)

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; typically issued via direct deposit.

Payment requests take time as form requires APO policy review and departmental approval at both campuses, and more processing time with potential back and forth due to form 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 short-term host of an academic employee from another UC campus, the Multi-Location Appointment form is required. Obtain data from the Person Org Summary in UCPath and departmental contact at the other UC campus.

Ensure this section is filled out completely and accurately. This information should match the proposed appointment you are requesting in parallel. Consult UCSB’s APO if you have questions about these form components.

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

Prof. T’Challa will be teaching HIST 10, “History of Wakanda”, during Fall 2021. Even though his appointment at UCSB is for one quarter, we are paying him on a 9/12 pay basis to match his primary appointment at UCLA. His appointment total between all UC appointments will not exceed 100%.

Your department (or Dean, as appropriate) that is providing the funding for this appt 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.