# 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 | | Home Department(s) | |
| Employee Name | | Employee ID | |
| Job Title(s) | | Job Code(s) | Step |
| Salary | ☐ Annually  ☐ Hourly | Total Job FTE | |
| Primary Pay Schedule | ☐MO  ☐BW  * FLSA Status: ☐ Exempt ☐ Non-Exempt | Frequency | ☐UC_9M ☐UC_10 ☐UC912 ☐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 | ☐ Annually  ☐ Hourly | Job FTE | Earn Code |
| Primary Pay Schedule | ☐MO  ☐BW | Frequency | ☐UC_9M ☐UC_10 ☐UC912 ☐UC_FY |
| Pay Period Dates | to | Fund Source (COA or FAU) | |

## 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 | | | |
| Service Dates | to | Fund Source (COA or FAU) | |

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

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

| Host Location | | | |
|---|---|---|---|
| **Location Contact** Name: | Department Fund Source Authorization (Name) | Department Fund Source Authorization (Signature) | Date |
| Phone/ Email: | Dean's Office/Academic Personnel or Staff HR (Name) | Dean's Office/Academic Personnel or Staff HR (Signature) | 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: | | | |

# MULTI-LOCATION APPOINTMENT/INTERLOCATION ONE-TIME PAYMENT FORM INSTRUCTIONS

**Home Location/Department:** Location/Department where currently employed.
**Host Location:** Location/Department where activity is being performed

## FOR BOTH MLA AND OTP, COMPLETE SECTION 1:

**Home Location Information: (to be obtained from Home Department/Campus)**
**Employee Name:** Name as entered in Person Org Summary.
**Employee ID#:** UCPath Employee ID number
**Job Code:** Job code(s) for home campus's appointment(s)
**Home Location Job Title:** Employee's title(s) at Home Campus
**Step:** Step of home appointment (if applicable)
**Annual or Hourly Rate:** Enter the full-time equivalent salary of home department's primary appointment
**Total Job FTE:** If employee has multiple jobs, add up all the FTEs of each job and provide the total combined FTE
**Primary Pay Schedule:** Check MO or BW
**FLSA Status:** Check Exempt or Non-Exempt. NOTE: if there are questions/conflicts about FLSA status for employees with concurrent jobs, please consult with your **AP Office or Staff HR Office**, as appropriate.
**Frequency:** Check appropriate box **(UC_9M, UC_10, UC912, or UCFY)**

## FOR MLA (SELECT IF PAYING ON MORE THAN ONE PAYMENT) SELECT MLA CHECK BOX AND COMPLETE SECTION 2:

**Host Location Information: (to be provided by Host Department)**
**Host Location Temporary or Multi-location appointment title:** Enter a valid UCPath title which relates to the job at the host campus

**Job Code:** Enter a valid UCPath job code which relates to the appointment at the host campus
**Step:** Enter correct Step (if applicable) for host campus appointment
**Annual or Hourly Rate:** Enter the full-time equivalent salary of host department appointment
(If paid hourly, time sheets must be submitted in order for pay to be issued)
**Job FTE%:** Indicate Job percentage of appointment. NOTE: if the combined total FTE for home and host campus appointments exceeds 100%, please coordinate with appropriate home campus contacts to adjust the FTE, as needed.
**Primary Pay Schedule:** Check MO or BW
**Frequency:** Check appropriate box **(UC_9M, UC_10, UC912, or UCFY)**

**Earn Code:** Enter valid UCPath earn code
**Pay Period Dates:** List complete dates of appointment. Must contain both start and end date
**Host Location Fund Source to be Charged:** Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

## FOR OTP (SELECT IF PAYING A ONE-TIME PAYMENT) SELECT OTP CHECK BOX AND COMPLETE SECTION 3:

**Host Location Information: (to be provided by Host Department)**
**Host Location Temporary or Multi-location appointment title:** Enter a valid UCPath title which relates to the job at the host campus

**Job Code:** Enter a valid UCPath job code which relates to the appointment at the host campus
**Event Service Dates:** Enter start and end date of service for the one-time payment
**Payment Amount:** Enter amount for one-time payment

**Earn Code:** Enter valid UCPath earn code
**Host Location Fund Source to be Charged:** Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

## FOR BOTH MLA AND OTP, COMPLETE SECTION 4 AND OBTAIN HOME AND HOST LOCATION APPROVALS.

**Routing Instructions**

1. Host location selects check box for MLA and/or OTP, fills out employee information, and very basic home job information using Person Org Summary that host location has access to. Host location may coordinate with home location to fill out additional details for the Home Location section.
2. Host location fills out Host job information, obtains appropriate approvals, and sends form to Home location's **AP Office or Staff HR Office**, as appropriate.
3. Home location reviews form, adds approvals to the form and returns to Host location, cc'ing Home Department.
4. Host location initiates a Template Based Hire for concurrent hire, attaching approved form.