

TEMPORARY INTER-LOCATION OR MULTI-LOCATION APPOINTMENT FORM

UPAY 560-T (R8/11)

Inter-location Transfer

Multi-location Transfer

HOME LOCATION: _____

HOME DEPARTMENT: _____

HOST LOCATION: _____

HOST DEPARTMENT: _____

HOME LOCATION INFORMATION

EMPLOYEE NAME: _____

EMPLOYEE ID #: _____ TITLE CODE: _____

HOME LOCATION APPOINTMENT TITLE: _____

STEP/GRADE: _____ MONTHLY OR HOURLY SALARY: _____

PRIMARY PAY SCHEDULE MO BW

09/09 09/12 11/12 APPOINTMENT %: _____

HOST LOCATION INFORMATION

HOST LOCATION TEMPORARY OR MULTICAMPUS APPOINTMENT TITLE: _____

TITLE CODE: _____ STEP/GRADE: _____

PRIMARY PAY SCHEDULE MO BW

09/09 09/12 11/12 APPOINTMENT %: _____ FIXED VARIABLE

MONTHLY OR HOURLY SALARY: _____

DESCRIPTION OF SERVICE (DOS) CODE (e.g. REG, Regular, BYN, By Agreement): _____

PAY PERIOD DATES: _____ TO _____

ACCOUNT NAME: _____

HOST LOCATION FUND SOURCE TO BE CHARGED: _____

DIST%: _____

LOCATION ACCOUNT COST CENTER FUND PROJECT CODE SUB
(0,1,2,5 or 7 ARE THE ONLY VALID SUBS)

REASON FOR APPOINTMENT

APPROVALS

Host Location Fund Source Authorization

Host Location Dean's Office/Academic or Staff Personnel

Home Location Dean/s Office/Academic or Staff Personnel

Host Location Contact Name

Phone Number

Email Address

Home Location Contact Name

Phone Number

Email Address

Date: _____

Date: _____

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

CC:EMPLOYEE'S HOME DEPARTMENT

TEMPORARY INTER-LOCATION OR MULTI-LOCATION APPOINTMENT FORM INSTRUCTIONS

Home Location/Department: Location/Department where currently employed.

Host Location: Location/Department where activity is being performed

Home Location Information: (to be obtained from Home Department)

Employee Name: Name as entered on EDB

Employee ID#: Employee ID number at Home Campus

Home Location Appointment Title: Employee title at Home Department

Title Code: Title on home campus appointment

Step/Grade: Step/Grade of home appointment (if applicable)

Monthly or Hourly Salary: Enter salary of home department appointment

Primary Pay Schedule: Check MO or BW

9/9, 9/12, 11/12: Check appropriate box if home appointment is an academic appointment other than 12/12

Appointment%: Indicate distribution percentage of appointment

Host Location Information: (to be provided by Host Department)

Host Location Temporary or Multi-location appointment title: Enter a valid PPS title which relates to the appointment at the host campus

Title Code: Enter a valid PPS title code which relates to the appointment at the host campus

Step/Grade: Enter correct Step or Grade as applicable for host campus appointment

Primary Pay Schedule: Check MO BW (*Note: Pay schedule will need to correspond to Home Location pay schedule. An employee cannot have both a BW and MO appointment at the same time*)

9/9, 9/12, 11/12: Check appropriate box if host appointment is an academic appointment other than 12/12

Appointment %: Indicate the percentage of time per month that the appointment covers

IF PAID HOURLY:

***Check Box for Fixed:** Enter amount of hours per pay period

***Check Box for Variable: Indicate** "time sheet to be submitted to home campus for each pay period"

Monthly or Hourly Salary:

* **If Monthly Salary Rate:** This should be the monthly rate that will be entered on the IAPT screen. Can only be entered for employees with a primary pay period of MO

* **If Hourly Salary Rate:** This should be an hourly rate

DOS Code: Enter valid PPS DOS code for one time payment

Pay Period Dates: List complete dates of appointment. Must contain both start and end date

Account Name: Enter title of FAU to be charged

Host Location Fund Source to be Charged: Enter full accounting unit, Must be an appropriate FAU (including sub)(**0,1,2,5 or 7 are the only valid subs**) for Payroll Expense

Distribution %: Enter the distribution percentage

ROUTING INSTRUCTIONS

Home Location Instructions:

1. Receive completed and signed form from host campus
2. Obtain appropriate home campus personnel signatures
3. Forward to Home Campus Payroll Office to coordinate payment

Host Location Instructions:

1. Obtain home location information from home location department
2. Complete **all** fields in Host Location Information section
3. Obtain host location signatures
4. Route to appropriate office at home location (**Do not forward if signatures have not been obtained or form is not complete**)