

Job Aid: Interlocation One-Time Additional Pay

This document provides guidance on how to enter a one-time payment for an employee who performs a job/task at a Host Location (business unit) outside of their Home Location (business unit).

Example:

UC Berkeley Professor Smith receives an honorarium of \$500 from UC Davis for a lecture. UC Berkeley is the Home Location (business unit), and UC Davis is the Host Location (business unit). The payment is processed as one-time additional pay.

Process:

Location		Description	Reference Material
1.	Host	Completes the Multi-Location Appointment/ Interlocation One-Time Payment (MLA/OTP) form found in the UCPath Forms Library	
2.	Host	Sends MLA/OTP form to the Home Location for approval	
	Home	Returns signed form to the Host Location	
3.	Host	Creates a position in UCPath	Simulation: <i>Initiate New Position Control Request or Position Administrator: Add New Position</i>
4.	Host	Adds position funding to a new position using Host department's Full Accounting Unit (FAU)	Simulation: <i>Submit New Position Funding Entry Request</i>
5.	Host	Hires employee into position (concurrent job) with FTE = 0	Simulation: <i>Initiate Concurrent Hire Template Transaction (Staff or Acad)</i>
6.	Host	Submits one-time payment, selecting the Interlocation One-Time Payment from the Reason Code field	Simulation: <i>Submit One-Time Payment Request</i>
7.	Host	Terminates position (concurrent job) after payment is made (No need for journal entries)	Simulation: <i>Initiate Voluntary Termination Template Transaction</i>