

Multi-Location Appointments / Interlocation One-Time Payments for Academic Appointees

Note: These processes are for approved one-time payments or multi-location appointments. They do not authorize payments. **All work for which appointments and/or payments are being requested must be approved by the Academic Personnel Office prior to the commencement of any work. Please contact your APO Senior Analyst via email for pre-approval.** In addition, all such requested actions must be made in accordance with the Academic Personnel Manual (APM [600-14](#)) and [Collective Bargaining Agreements](#) (CBAs). For example, a Postdoctoral Scholar can't reduce to 0% on one UC campus to accept a 100% postdoc appointment at another UC campus.

Interlocation One-Time Payment (OTP)

An OTP occurs when an academic employee performs a job/task at UC Merced (**Host Campus**), but is employed at another UC Location (**Home Campus**). These are generally for honoraria, campus-sponsored program reviews, concerts/creative works, and other one-time by-agreement payments. **UC Merced has set a minimum amount of \$250 for OTP request originating from our campus.** [The systemwide limit for honoraria payments is \\$5,000.](#)

OTP Process (Below presumes UCM is the Host Campus making the one-time pay request. If UCM is Home Campus, the OTP would come to APO only.)

1. The department at the Host Location that is seeking to pay an employee from another UC location initiates the [MLA/OTP form](#). In most cases, the job code and title for the host location section will either be 1650/Lecturer Miscellaneous or 3999/Miscellaneous Academic. Please check with your Sr. Analyst as needed.
 - a. Section 1 is to be completed by accessing the record of the person to be hired in Person Organizational Summary in UC Path, and/or by consulting the person's Home Department. (At a minimum, salary information must be obtained from the Home Department as this is not available in Person Organizational Summary.)

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	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly	Total Job FTE	
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency <input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> 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.

- b. Sections 3 and 4 are also to be completed by the Host Department.

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)	

2. Host Department obtains Department Fund Source Authorization (Section 5).

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:			

- Host Department submits the form to Host Academic Personnel Office (APO), along with any supporting documents, including preapproval from the APO Senior Analyst.
- Host APO analyzes form for completion and policy compliance, signs the form under Dean's Office/Academic Personnel or Staff HR (Section 5), and sends it via email to the Home APO, with a cc to the Host Department.
- Home APO reviews and signs the form under Dean's Office/Academic Personnel or Staff HR (Section 5) (if approved) and returns it via email to the Host APO and Host Department.
- Host Department prepares an [Academic Payroll Worksheet \(APW\)](#) for a without-salary (WOS) *concurrent appointment* at their campus.
- Host Department prepares an [Additional Pay Form](#) to effect payment to the individual.
- Host Department emails the completed MLA/OTP form and completed APW and add'l pay forms to the Host APO.
- Host APO reviews documents again, verifying that three signatures are present on the MLA/OTP form, and submits them to the Host Academic Payroll Office for processing.

Multi-Location Appointment (MLA)

A Multi-Location Appointment (MLA) occurs when an academic employee is simultaneously employed by two or more UC Locations. Multi-Location Appointments are generally short-term and occur when an employee is temporarily employed by a Host Location. Sometimes, multi-location appointments may be for a longer period. The campus where the employee holds his/her primary employment is the **Home** location. The campus that appoints the employee on an additional basis is the **Host** location.

MLA Process

When UCM is the HOME campus (the UCM employee is going to work temporarily for another UC campus)

- The Host location initiates the [MLA/OTP form](#) and sends it to Home Academic Personnel Office (APO).

- Home APO analyzes form for completion and policy compliance, informs the Home Department, signs the form under Dean's Office/Academic Personnel or Staff HR (Section 5), and sends it via email to the Host APO for processing.

When UCM is the HOST campus (employee from another UC campus is going to work temporarily at UCM)

- The Host Department conducts the appropriate recruitment process, processes the academic personnel review file (as necessary) and offers the position to the candidate. Upon candidate acceptance and prior to the appointment start date, the department that is seeking a multi-location appointment at the Host Location initiates the [MLA/OTP form](#).
 - Section 1 is to be completed by accessing the record of the person to be hired in Person Organizational Summary in UC Path, and/or by consulting the person's Home Department. (At a minimum, salary information must be obtained from the Home Department as this is not available in Person Organizational Summary.)

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	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly		Total Job FTE		
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	* FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Frequency	<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> 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.

- Sections 2 and 4 are also to be completed by the Host Department.

Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)					
Host Location				Host Department	
Job Title			Job Code	Step	
Salary	<input type="checkbox"/> Annually <input type="checkbox"/> Hourly		Job FTE	Earn Code	
Primary Pay Schedule	<input type="checkbox"/> MO <input type="checkbox"/> BW	Frequency		<input type="checkbox"/> UC_9M <input type="checkbox"/> UC_10 <input type="checkbox"/> UC912 <input type="checkbox"/> UC_FY	
Pay Period Dates	to		Fund Source (COA or FAU)		

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

- Host Department obtains Department Fund Source Authorization (Section 5).

Section 5: APPROVALS (complete for both MLA and OTP)			
Host Location			
Location Contact Name: Phone/ Email:	Department Fund Source Authorization (Name)	Department Fund Source Authorization (Signature)	Date
	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date
Home Location			
Location Contact Name: Phone/ Email:	Dean's Office/Academic Personnel or Staff HR (Name)	Dean's Office/Academic Personnel or Staff HR (Signature)	Date

- Host Department submits the form to Host Academic Personnel Office (APO), along with any supporting documents, including preapproval from the APO Senior Analyst.
- Host APO analyzes form for completion and policy compliance, signs the form under Dean's Office/Academic Personnel or Staff HR (Section 5), and sends it via email to the Home APO, with a cc to the Host Department.

5. Home APO reviews and signs the form under Dean's Office/Academic Personnel or Staff HR (Section 5) (if approved) and returns it via email to the Host APO and Host Department.
6. Host Department prepares an [Academic Payroll Worksheet \(APW\)](#) for a *concurrent appointment* at their campus.
7. Host Department emails the completed MLA form and completed APW to the Host APO.
8. Host APO reviews documents again, verifying that three signatures are present on the MLA/OTP form, and submits them to the Host Academic Payroll Office for processing.