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, BYA, 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: _____

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***)