REQUEST FOR ONE-TIME PAYMENT TO UCSC ACADEMIC EMPLOYEE

Instructions: This form is a data collection tool to assist Staff HR in making a one-time payment to an academic employee, when such a request comes from a unit not affiliated with an academic division. Do not use this form for payments to employees of other UC campuses (use Intercampus One-Time Payment Form UPAY 644C) or for payments to non-UC employees (use Direct Pay Form). All payments are governed by academic personnel compensation policies and are subject to approval by the Academic Personnel Office (APO). For questions about what types of payments are allowable, contact APO Analyst Grace Little at 9-1346 or grace@ucsc.edu.

Part A: PAYMENT INFORMATION. *The requesting unit must complete all fields in Part A, then route the form via campus mail to the Academic Personnel Office, attn: Grace Little.*

Employee Name: _____ Requesting Unit: _____
Unit's Staff HR Team: ☐Team A ☐Team B ☐Team C ☐Team D ☐Team E
Title of Lecture/Workshop/Event:_____
Date of Event: _____ Location of Event: _____
Description of Work Performed: _____
_____
_____
_____
_____

Payment Amount: _____ Account to be Charged:_____

Authorization for Payment:_____/_____/_____
signature print name date

Part B: EMPLOYEE INFORMATION. *The APO will complete this section and route the form for the appropriate signatures. When all approvals are obtained, the form will be routed to the SHR Team indicated in Part A for payment.*

Employee's Current UCSC Appointment(s):
Academic Division: ☐Arts ☐Humanities ☐Social Sciences ☐Engineering ☐Physical & Biological Sciences
Employee ID:_____ Department/Unit: _____
Payroll Title: _____ Step:_____ Title Code:_____
Appointment Percent: _____ Appointment Dates: _____
Basis/ Paid Over: _____/_____ Annual Salary Rate: _____

Required Signatures (or attach email approvals):

Academic Divisional Dean or designee: _____ Date: _____

Graduate Division (registered grad student payees only):_____ Date: _____

Academic Personnel Office (non-student payees only): _____ Date: _____

Part C: OEU INSTRUCTIONS. *To be completed by APO. The payment should be generated on the next pay cycle using the OPTRS screen EDFT, the account number and payment amount indicated in Part A, and the following codes:*

Title Code: _____ DOS Code: _____ Pay Period End Date: _____