

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 Grace Harter in the APO at 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 Harter.*

Employee Name: _____ Requesting Unit: _____

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 SHR for payment.*

Employee's Current UCSC Appointment(s):

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 (graduate 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 OPTRS, the account number and payment amount indicated in Part A, and the following codes:*

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