

REQUEST FOR ONE-TIME PAYMENT TO UCSC ACADEMIC EMPLOYEE

Instructions: This form is a data collection tool for one-time payments to academic employees*. 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 (follow [FAST](#) guidelines). 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 at apo@ucsc.edu.

*If the nature of the work performed is not academic, the Divisional Business Office will send the request to SHR (even if the employee is an academic).

Part A: PAYMENT INFORMATION. <i>The requesting unit must complete all fields in Part A.</i>		
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
Funding Authorization: _____ / _____ / _____		
signature	print name	date

Part B: EMPLOYEE INFORMATION.		
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: compensation over 50% only allowed if student is in good standing and not allowed for international students): _____ Date: _____		
Academic Personnel Office (non-student payees only): _____ Date: _____		

Part C: OEU INSTRUCTIONS. <i>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:</i>		
Title Code: _____ DOS Code: _____ Pay Period End Date: _____		