

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. *The requesting unit must complete all fields in Part A.*

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: _____ Job 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. *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:*

OTP Job Code: _____ Earn Code: _____ Pay Period End Date: _____