# INTERCAMPUS TRANSFER/ONE-TIME PAYMENT FORM

UPAY 644C-T (8/96)

Home Campus _____ Home Department _____ Home School _____

Host Campus _____ Host Department _____ Host School _____

**HOME CAMPUS INFORMATION**

Employee Name _____ Employee ID Number _____

Home Campus Appointment _____ Title Code _____ Step/Grade _____

Salary _____ / _____ ___ 09/09 ___ 09/12 ___ 11/12 Appointment %

(Annual) (Monthly/Hourly)

**HOST CAMPUS INFORMATION**

Host Campus Temporary Appointment _____ Title Code _____ Step/Grade _____

Event/Service Dates _____ to _____ One-Time Payment $ _____ Hours to be Paid _____ Pay Rate _____

Description of Service (DOS) Code (for example: BYA, By-Agreement, Honorarium, etc): _____

Host Campus Fund Source to be charged _____ _____

(Location / Account / Cost Center/ Fund / Project Code / Sub) (Name of Account)

**EVENT INFO**

Please explain details of event/service and compensation:

Host Campus Fund Source Authorization

Host Campus Dean's Office/Academic Personnel

Home Campus Dean's Office/Academic Personnel

FOR PAYROLL USE:

| EMPLOYEE ID NUMBER 1–9 | TR CODE 10 | PAY PERIOD ENDING 12 | PAY CYCLE TYPE 18 | ACCT DIST TYPE 19–20 | ERC 80 | TYP 81 | DUC 82 | TITLE CODE 22 | Location / Account / Cost Center/ Fund / Project Code / Sub 26 | 27–32 | 93–96 | 33–37 | 97–102 | 38 | RATE AMOUNT 46–52 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | AP | | | | | | | | | | | | | | |

| AH 53 | DESC. SERV 54–56 | TOTAL REGULAR TIME ON PAY STATUS 57–61 | H% 82 | DESC. SERV 83 | TIME IN HOURS 66–70 | DESC. SERV 71–73 | TIME IN HOURS 74–78 | WSP 79 |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

RETENTION: Accounting – 5 Years Subject to Contract & Grant Requirements
Others – 1-5 Years
cc: Employees's Home Department

Revised 12/01