

INTERCAMPUS TRANSFER/ONE TIME PAYMENT

General Information:

Intercampus transfer/One-time payments (IT\OTP) are additional compensation for ladder faculty and other academic appointees. IT\OTP can be used to pay either faculty from other UC campuses for services rendered or UCLA Faculty, by exception, for services rendered OUTSIDE their home department. Below are a few examples of circumstances where an IT\OTP is appropriate:

Samples:

Multi-campus Appointment (Intercampus Transfer)

Professor Jones comes to UCLA from UCI to teach a graduate seminar 33% time in Public Health each Monday for the Spring Quarter. He is the professor of record for the course. His home department at UCI reduces his workload proportionately and UCLA will reimburse UCI for the 33% teaching time of his salary for the quarter, meanwhile his 100% salary is paid fully through UCI. Professor Jones is given a Vstg. WOS appointment online as part of his being the Prof. of record for the course.

Assistant Professor Chang, Public Health, UC Riverside is conducting summer research with a research center at UCLA. The center grant is requesting to pay a summer ninth for Professor Chang's participation.

One Time Payments

Professor Williams, a UCLA Adjunct Associate Professor, gives a lecture to a group of donors as part of a fundraising event at UC Riverside; the Donor fund allows for an honorarium (by-agreement payment) to be paid to her.

Lecturer Jane Adams is providing guidance/mentoring as part of an outreach program outside regular working time and the duties as assigned in her appointment letter from the Dean.

Assistant Professor Chang is conducting summer research with another group/department outside his own. The grant allows for research compensation and the second department intends to pay him from the grant.

Other (IT/OTP) Use

Academic Administrator Josephine Bruin is an 11/12 appointee. She is requesting an 11th payment for additional work conducted over the summer. She surrenders the equivalent number of vacation days and is paid an 11th.

In order to pay a faculty member using IT/OTP, each campus utilizes a slightly different version of this form. If UCLA is the HOST campus, the department MUST use the UCLA version of the form. The UCLA IT\OTP form can be downloaded from [Academic Personnel One-Time payment form](#).

Guidelines

- Only one service or event may be paid on each form.
- One-time payments cannot exceed \$2,000 per payment (except in the case of an intercampus transfer reimbursing a home department for partial salary).
- One-time payments may not be made from 19900 funding.
- One-time payments CANNOT be generated from sub 3 funding.
- For host campus fund source, please ensure that a cost center, project code and sub are included. Incomplete information will result in further payment delays.
- One-time payments made during the summer period DO count toward summer compensation maximums. Please check the [Summary of Policy and procedure Governing Summer Quarter & Vacation Employment](#) to ensure that the IT\OTP amount (in combination with any other payments) does not exceed the allowable maximums.

Filling Out the Form

1. Header information (Home campus, host campus, etc.). Fill in the names of the home campus, home department and home school; host campus, host department and host school. ALL information in this section must be complete. Home campus information should be obtained from the payee's home campus/department.
- .2. Section One: Home Campus Info. Preparer will need ALL of the information in this section. This information can be obtained from the payee's home campus/department. Please be sure that all sections are completed, including appointment percent.
3. Section Two: Host Campus Info.
Host Campus Temporary appointment: This section is used for the title of the temporary appointment to UCLA (or another campus). Most commonly used titles are:
 - a. Miscellaneous Lecturer (for a guest lecture, membership on a panel, or speaking engagement)
 - b. Faculty Consultant (for consultative matters such as input on a project)
 - c. Asst., Assoc., or Full Researcher 9/9 (for research provided on, or collaboration in, a research project) If the payee has a ladder faculty appointment at the home campus, the researcher title should be at the same level as the payee's ladder appointment.
 - d. Academic Misc. (other special circumstances)
 - e. Same title as at the home campus if paying a 9th or a reimbursing a portion or all of the payee's regular salary

The most commonly used title codes (for a-d above) are:

- a. 1650 - Miscellaneous Lecturer
- b. 3700 - Faculty Consultant

- c. 3225 - Asst. Researcher;, 3215 - Assoc. Researcher, 3205 - Researcher
- d. 3999 - Faculty Miscellaneous
- e. Title Code varies, use home campus title code.

Title code: UC wide title codes can be found [at UCOP's Academic Personnel website](#).

Step/Grade: This field is used only in cases where the department is making an appointment using the same title/series as the primary appointment, or planning to reimburse another campus for full or partial salary of an academic employee. Please include step and grade where appropriate.

Event services date: Date(s) the service was rendered.

One time Payment: Amount of the OTP (leave blank if department is not reimbursing another campus for full or partial salary).

% Time or Hours to be paid: This field is used only in cases where the department is making an appointment using the same title/series as the primary appointment, or planning to reimburse another campus for partial salary of an academic employee. Enter the % of time or the number of hours to be paid.

Pay rate: This field is used only in cases where the department is making an appointment using the same title/series as the primary appointment, or planning to reimburse another campus for partial salary of an academic employee. Enter the employee's home campus pay rate for the temporary intercampus appointment.

Description of Service (DOS) Code: This code entered into the EDB, and is usually either BYA, HON, or REG. Use REG only in cases where another campus is being reimbursed for an appointee's time. If you do not know which title code, dos code to use, leave the space blank. Upon notice of approval, the Department will be informed which title code, dos code should be used to make payment.

Host Campus Fund Source to be Charged: This is the host campus FAU. In the case of a UCLA FAU, please be sure to include all information requested: location, account, cost center, fund, project code (as appropriate) and sub. Incomplete information will result in further delays in payment.

4. Section Three: Event Info.

This is a brief 1-2 sentence description of the services rendered.

5. Section Four: Signatures

Fund Source Authorization is the MSO or the Chair of the Department. Other signatures will be obtained AFTER submission to the Dean's office.

Routing

Once fund source authorization is obtained, the host department should forward the completed form to the Dean's office. After obtaining the necessary approvals, the form will then be forwarded to the Academic Personnel Office.

Approval & Payment

Please be aware that these requests can take up to 90 days to process. EDB preparer will be notified via email once the payment has been authorized. Approval is sent via email from either UCLA APO or the UCLA Payroll office. Once payment has been authorized the EDB preparer will put the payment on-line via instructions in the email. (i.e. title code, DOS code, and payment amount(s)). Actual payment will appear as a separate line-item on the employee's regularly scheduled paycheck/stub.