PAYROLL: INTERLOCATION TRANSFERS AND APPOINTMENTS P-196-38

ACCOUNTING MANUAL Page 17

APPENDIX C UPAY 560-T

Temporary Interlocation Transfer or Multilocation Appointment Form

UPAY 560-T (R6/01)

HOME LOCATION: HOME DEPARTMENT: HOME SCHOOL:

HOST LOCATION: HOST DEPARTMENT: HOST SCHOOL:

Employee Name Employee ID Number

HOME LOCATION INFO.

Home Location Position Title Title Code Step/Grade

Salary /

(Annual) (Monthly/Hourly)

0 09/09 0 09/12 0 11/12 0 12/12 Appointment %

Current Appointment Dates to

Host Location Temporary or

Multilocation Position Title Title Code Step/Grade

Salary /

HOST LOCATION INFO.

(Annual) (Monthly/Hourly)\*

0 09/09 0 09/12 0 11/12 0 12/12 Appointment %

Pay Period Dates to Hours to be Paid

Description of Service (DOS) Code (For example: REG, Regular; BYA, By-Agreement; etc.):

Host Location Fund

Source to be Charged

 Dist. %

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

LABORATORY/Hastings Fund

Source to be Charged

vr Please Note: Additional employment may affect existing benefits.

Reason for Appointment:

REASON

\*For employees paid against general assistance subbudgets, the home department is responsible for providing the home location accounting office with the necessary pay documents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Host Location Fund Source Authorization |  | Host Location Dean's Office/Academic |  | Home Location Dean's Office/Academic |
|  |  | or Staff Personnel |  | or Staff Personnel |

 ( )

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Host Contact Phone # Home Contact Phone #

RETN ACCOUNTING: 5 YEARS AFTER SEPARATION, EXCEPT IN CASES OF DISABILITY, RETIRMENT, OR DISPLINARY ACTION, IN WHICH CASE RETAIN UNTIL, AGE 70. OTHER COPIES: 0-5 YEARS AFTER SEPARATION.

CC: EMPLOYEE'S HOME DEPARTMENT LABORATORY ACCOUNTING OFFICE

TL 91 \*Change 12/31/03