

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:

Form with sections: HOME LOCATION INFO, HOST LOCATION INFO, REASON. Includes fields for Employee Name, ID Number, Position Title, Title Code, Step/Grade, Salary, Appointment %, Current Appointment Dates, Host Location Temporary or Multilocation Position Title, Title Code, Step/Grade, Salary, Appointment %, Pay Period Dates, Hours to be Paid, Description of Service (DOS) Code, Host Location Fund, Source to be Charged, LABORATORY/Hastings Fund, Source to be Charged.

*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 or Staff Personnel

Home Location Dean's Office/Academic or Staff Personnel

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