PAYROLL: INTERLOCATION TRANSFERS AND APPOINTMENTS P-196-38

Page 18 ACCOUNTING MANUAL

\*APPENDIX D UPAY 644-C-T

INTERLOCATION ONE-TIME PAYMENT FORM

UPAY 644-C-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)

D 09/09 D 09/12 D 11/12 D 12/12 Appointment %

Host Location Temporary Position Title Title Code Step/Grade

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

HOST LOCATION

INFO.

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

Host Location Fund Source to be Charged

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

Laboratory/Hastings Fund Source to be

Charged

Please explain details of event/service and compensation:

EVENT

INFO.

Host Location Fund Source Authorization Host Location Dean's Office/Academic or Home Location Dean's Office/Academic or

Staff Personnel Staff Personnel

 ( )

 ( )

Host Contact Phone # Home Contact Phone #

FOR PAYROLL USE:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EMPLOYEE NAME | TR CODE10 11 | PAY PERIOD END12 17 | PAY CYCLE TYPE18 | ACCT DIST NO.19 20 | E R C90 | T Y P91 | D U C92 | TITLE CODE22 25 | LOC / ACCOUNT / COST CENTER / FUND / PROJECT / SUB26 | 27 32|33 36|37 41|42 47| 48 |
| EMPLOYEE ID NO1 9 |
|  | A P | MM DD YY |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RATE AMOUNT56 62 | A H63 | REGULAR TIME | OVERTIME OR LEAVE TIME |  |
| DESC SERV64 66 | TOTAL REGULAR TIME ON PAY STATUS67 71 | H%72 | DESC SERV73 75 | TIMEIN HOURS76 80 | DESC SERV81 83 | TIMEIN HOURS84 88 | W S P89 |
|  |  |  |  |  |  |  |  |  |  |

RETN ACCOUNTING: 5 YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS

OTHER COPIES: 0 - 5 YEARS CC: EMPLOYEE'S HOME DEPARTMENT

End.

6/30/01 TL 86