



OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

February 3, 2023

PAYROLL MANAGERS
ASSISTANT VICE PROVOSTS/VICE CHANCELLORS FOR ACADEMIC PERSONNEL/AFFAIRS
CHIEF HUMAN RESOURCES OFFICERS

Re: Inter-Location One-Time Payment and Multi-Location Appointment Form

Dear Colleagues:

In June 2022, Academic Personnel and Programs convened a workgroup consisting of representatives from several campus academic personnel offices. The workgroup combined the current Multi-Location Appointment (MLA) and One-Time Payment (OTP) forms into a multi-purpose MLA/OTP form, with a goal of streamlining business processes and reducing confusion in processing multi-location transactions. The workgroup also updated the payroll terminology and instructions on the form to reflect current business processes and terminology. The combined form and instructions were reviewed by Systemwide HR, staff policy coordinators from the campus staff HR offices, as well as UCPath subject matter experts.

Currently, to process a one-time additional payment for an employee with a different Home location, a Host location creates a concurrent job in UCPath, attaching an approved MLA form to the template as supporting documentation. In addition, although it is not submitted to UCPath, current business process requires the host location to draft a separate OTP form to obtain all approvals from the home and host campus to issue the OTP.

Effective, March 1, 2023, locations will complete one combined MLA/OTP form to document all required approvals have been obtained for a concurrent multi-location hire and/or one-time payment. Locations will follow the current business process of attaching the signed MLA form to the hire template by attaching the combined MLA/OTP form. In those cases where the MLA is for an OTP, the host location will enter information about the OTP transaction on the same combined form and will no longer need to complete a separate OTP form for record keeping purposes.

As part of the implementation of the new form, campus academic personnel offices, human resources offices, and payroll departments will need to do the following:

- Remove prior versions of the MLA and OTP forms from campus websites and or save to shared drives. References to MLA and OTP forms can be replaced with the [current link](#) to the combined MLA/OTP form.
- Instruct those staff responsible for routing the forms in the use of the new combined form.
- In order to facilitate a smooth transition, there will be a grace period of 3 months from the March 1, 2023 effective date of the combined form during which UCPath will continue to accept the currently published MLA or OTP forms if submitted as supporting documentation for UCPath template transactions.

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Please note that no changes are being made to current business processes for MLA and OTP requests. With the implementation of the new form, campuses should continue to follow the current business process for routing the combined form for approvals and the current business process for attaching supporting documentation to UCPATH template transactions.

If you have questions regarding the implementation of the new form, please contact:

Polly.Miller@ucop.edu for academic appointments

Abby.Norris@ucop.edu for policy-covered staff appointments.

Local implementation questions should be sent to local academic personnel and human resources offices.

Sincerely,



Amy K. Lee
Associate Vice Provost
Academic Personnel and Programs



Dianna E. Henderson
Chief of Staff to the VP of HR
Systemwide Human Resources

cc: Campus Controllers
Director Anders
Director Sykes
Director Damico Murphy
Manager Ruiz
Manager Johnson
Manager Doherty
Specialist Norris
Principal Analyst Espinoza
Analyst Miller