

UCSF PAYROLL/PERSONNEL **FOR UCSF EMPLOYEES ONLY**
UCSF ONE-TIME PAYROLL PAYMENT AUTHORIZATION* - ACADEMIC ONLY

**Form is only required when signature approval is needed, per the approval grid below. If approval not required, one-time payment details should be submitted within the PCMA data fields*

EMPLOYEE NAME:			DEPARTMENT:	
UCPATH EMPL ID	TITLE CODE	EARN CODE	BY AGREEMENT AMOUNT	PAY PERIOD ENDING (MM/DD/YYYY)
REASON:				

To assign specific funding, please *also* use the one-time payment form found on the Controller's Website [here](#), and attach it to the PCMA case along with this one-time payment form. If specific funding is not requested, the funding assigned to the position will be charged.

Payment	Route to	Final Approver	Description of Earn Codes
HON ≤ \$2500	Post-audit		HON = Honorarium (may NOT include additional compensation to cover taxes; check TICR and HFC exceptions)
HON > \$2500	VPAA		
HZC, HZA, HZO (SOD & SON)	Dean’s Office		HZC = By Agreement HSCP Clinical Incentive/Bonus (formerly BYZ; *HZC for Chairs require Dean’s Office approval)
HZC*, HZA, HZO (SOM & SOP)	Post-audit		HZA = By Agreement HSCP Administrative Role (formerly BYN)
EDC ≤ \$5000	Post-audit		HZO = By Agreement HSCP Outside Activities (formerly BYK)
EDC > \$5000	VPAA		EDC = Continuing education payments for CME and CDE
LSN	VPAA		LSN = Lump Sum-No Retirement, to be used for formal achievement awards
FRA	Dean’s Office	VPAA (for exceptions)	FRA = Faculty Recruitment Allowance (formerly FHA)

HR SHARED SERVICES CONTACT:	EMAIL:	DEPARTMENT APPROVAL:	DATE:
DEAN'S OFFICE APPROVAL:	DATE:	VPAA APPROVAL:	DATE: