Multi-location Agreement (MLA) and One-Time Payment (OTP) Processes

Host Pay System	*Home Pay System*	*MLA or OTP*	*Host Location Actions*	*Home Location Actions*
UCPath	**UCPath**	**MLA**	HOST initiates the MLA form and submits it to campus for review and sign-off. A signed copy is sent to the HOME campus for review and sign-off. Once HOME campus returns signed MLA, the HOST campus processes a concurrent hire. **UC Berkeley is HOST** The HOST department fills out the MLA form and submits it for dean's office and then campus review. The MLA form for academic titles **must** be signed by the dean's office and APO. • APO will send a signed copy to the HOME campus asking them to review it and return it for payment processing. • Once returned, APO will send it to BRS to coordinate with the Home location and process the payment (see detailed steps below), and a copy to VCRO/dean's office/Summer Sessions (for informational purposes). • For UNEX: If the MLA came to APO from UNEX, it will instead be returned to them once approved. The MLA form for staff titles, must be signed by the department and the BRS/HR Partner. • The BRS Partner will send a copy to the HOME campus. BRS will process the MLA in coordination with HOME campus.	HOME campus reviews the MLA form submitted by HOST campus and obtains required signatures. Once all signatures are obtained, the HOME campus sends the MLA back to HOST for processing**.** **UC Berkeley is HOME** The HOST campus office relays the MLA to Berkeley APO (HOME campus office for UCB) for their review. • APO sends a signed, final copy to the HOST campus and BRS/VCRO/dean's office (for informational purposes). • HOST campus processes MLA and coordinates with BRS if adjustments to the Home job record are needed. The MLA form for staff titles, must be signed by the BRS/HR Partner. • BRS sends a copy of the signed MLA form to HOST for processing. **Extension or Termination of MLA** HOME monitors the end dates for MLAs, and coordinates with HOST to adjust the Home percentage time once MLA ends.

Host Pay System	*Home Pay System*	*MLA or OTP*	*Host Location Actions*	*Home Location Actions*
			Payment Processing Steps: Once HOST receives the fully signed MLA from the HOME campus, the HOST processes the MLA as a concurrent hire. HOST creates a position number, using the correct job code, department org node, etc. Links departmental funding to position number. A concurrent hire template is submitted to UCPC. The MLA form must be attached to the template. Note in the comment box and the initiator box that this is an MLA. The employee will be paid on their regular paycheck. No fund transfers need to happen. **Extension or termination of MLA:** HOST campus should confirm in advance of the MLA end date if the MLA is to be extended. **Best practice:** Check the Auto-Term box for academic MLA appointments. **Resources:** Multilocation Appointment/Interlocation One-Time Payment Form MLA/IOTP Appointment Form for Summer Sessions	BRS can monitor end dates for titles under their management. For titles managed by the department, the department should monitor end/extension dates.

Host Pay System	*Home Pay System*	*MLA or OTP*	*Host Location Actions*	*Home Location Actions*
UCPath	**UCPath**	**OTP**	HOST campus initiates the OTP form and submits it to campus for review and sign-off. A signed copy is sent to the HOME campus for review and sign-off. Once HOME campus returns signed OTP, the HOST campus processes a concurrent hire. **UC Berkeley is HOST** The HOST department fills out the OTP form and submits it for dean's office and then campus review. The OTP form for academic titles must be signed by the dean's office and APO. • APO will send a signed copy to the HOME campus asking them to review it and return it to us for payment processing. • Once returned, APO will send it to BRS for payment processing, and a copy to VCRO/dean's office/Summer Sessions (for informational purposes). • The OTP form for staff titles, must be signed by the department and the BRS/HR Partner. • The BRS Partner will send a copy to the HOME campus for staff titles. Once HOST receives the fully signed OTP from the HOME campus, the HOST processes the OTP as a concurrent hire. **Payment Processing Steps:** HOST creates a position number, using the correct job code, FTE=0, department org node, etc.	HOME campus reviews the OTP form submitted by HOST campus and obtains required signatures. Once signatures are obtained, the form is return to HOST, which processes the OTP. **UC Berkeley is HOME** The OTP form for academic titles must be signed by APO. HOST campus office sends OTP to APO (campus office for UCB) for review and signature. APO sends the signed copy back to the HOST location for payment processing, with a copy to VCRO/dean's office (for informational purposes). The OTP form for staff titles, must be signed by the BRS/ HR Partner. BRS sends a copy of the signed OTP form to HOST for processing.

Host Pay System	*Home Pay System*	*MLA or OTP*	*Host Location Actions*	*Home Location Actions*
			Links departmental funding to position number. ***Please Note:*** State funds such as 19900 cannot be used to pay honoraria. A concurrent hire template is submitted to UCPC. The OTP form must be attached to the template. Note in the comment box and the initiator box that this is an OTP. Submit a one-time payment, selecting Interlocation OTP from the Reason Code drop-down list on the One-Time Payments page. Terminates concurrent job after payment is made. **Best practice:** Check the Auto-Term box for academic OTP appointments. The employee will be paid on their regular paycheck. No fund transfers need to happen. Best option for processing if the employee's appointment in UCPath is WOS: 1. Update the employee's record and place the employee into a pay type that will generate pay. 2. Process the one-time payment, with COA override. 3. Return the employee/appointment to WOS. **Resources:** Job Aid: Interlocation One-Time Additional Pay Interlocation One-Time Payment Form	