

**Multi-location Agreement (MLA) - UCSF Faculty in HSCP**

<i>Host Pay System</i>	<i>Home Pay System</i>	<i>MLA</i>	<i>Host Location Actions</i>	<i>Home Location Actions</i>
UCB	UCSF	MLA	<p><b>HCOMP Appointments with UCSF</b></p> <p>An exception to the HOST campus MLA processing is with the population of faculty that participate in the Health Sciences Compensation Plan (HSCP). Such individuals will have an HCOMP job code at UCSF. Due to the complexities of administering pay under an HSCP, UCSF will maintain its FTE in order for the faculty member to be fully covered by the HSCP. Therefore, UCSF will continue with pre-UCPath practices of adding the Host Campus MLA information to the Home Campus appointment and initiate journals to have funds transferred from the Host Campus.</p> <p><i>(All other UCSF job titles without HCOMP, as well as One-Time Payment requests, will follow normal HOST processing).</i></p> <p><b>HOST (UCB) initiates the MLA form and submits it to campus for review and sign-off. A signed copy is sent to the HOME (UCSF) campus for review and sign-off. HOME campus processes pay in UCPath.</b></p> <p>For Host teaching titles, the Host sets up employee in a 0% teaching title within UCPath.</p> <p><b>UC Berkeley is HOST</b></p> <ul style="list-style-type: none"> <li>• The MLA form for academic titles <b>must</b> be signed by the dean’s office and APO.</li> <li>• APO will send a signed copy to the HOME campus for processing, and to dean’s office/BRS</li> </ul>	<p><b>HOME (UCSF) reviews the MLA form submitted by HOST (UCB) campus and obtains required signatures. Sends a completed copy back to the HOST for their records.</b></p> <p>The Home department will follow local practices to pay the employee on their regular check. HOME campus will initiate the journal to have funds transferred from the HOST to the HOME.</p> <p><b>Initiate journal to receive funds from UCB:</b>  UCSF Controller’s Office Contact  Carolyn Hom, <a href="mailto:carolyn.hom@ucsf.edu">carolyn.hom@ucsf.edu</a> or 415-476-0652</p> <p><b>UCSF MLA/OTP contacts:</b>  Kattie Dinh, <a href="mailto:Kattie.Dinh@ucsf.edu">Kattie.Dinh@ucsf.edu</a>  Rebecca Schatz, <a href="mailto:Rebecca.Schatz@ucsf.edu">Rebecca.Schatz@ucsf.edu</a></p>

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			<p>for the employee's records and processing of 0% teaching title, if applicable.</p> <p><b>Process to enter a 0% teaching appointment:</b></p> <p>When a teaching appointment is needed to enable instructor to access UCB student systems (bCourse, submit grades, etc.), follow the procedure to set up a concurrent appointment.</p> <p>HOST creates a position number, using the correct job code, FTE=0, department org node, etc.</p> <p>Links departmental funding to position number.</p> <p>A concurrent hire template is submitted to UCPC. The MLA form signed by both campuses must be attached to the template. Note in the comment box and the initiator box that this is an MLA.</p> <p><b>Best practice:</b> Check the Auto-Term box for academic MLA appointments.</p> <p><b>How to complete the MLA form:</b></p> <p>The title of the UCB appointment will be in the lecturer or adjunct series, 0% FTE, without salary, for the MLA duration.</p> <p>Using one form, add correct HOST information and in parenthesis add the HOME appointment information (which is what the HOST campus appointment is). Click <a href="#">here</a> for a sample of how to complete the MLA form.</p>	

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			<p>Under Reason, include the following statements:</p> <ul style="list-style-type: none"> <li>• If Adjunct Professor series, enter in <i>“UCB requires WOS teaching title for system/student access and is concurrent with the UCSF HCOMP appointment. [insert rank] Adjunct Professor title used for funding purposes only – does not convey appointment in the adjunct titles series.”</i></li> <li>• If Lecturer, write in <i>“UCB requires WOS teaching title for system/student access and is concurrent with the UCSF HCOMP appointment. UCB is responsible for the contractual obligations, proportionate benefit cost, and the appointment details in the lecturer series.”</i></li> </ul> <p><b>Extend or Terminate MLA:</b> Host location should confirm in advance of the MLA end date if the MLA is to be extended.</p> <p><b>Responding journal to reimburse UCSF:</b>  UCB Host department send copy of MLA to Financial Accounting and Control (FAC).  FAC will work with UCSF to journal funds.  Financial Accounting and Control Contact <a href="mailto:financialcontrol@berkeley.edu">financialcontrol@berkeley.edu</a></p> <p>UCB department reconciles the expense in the Payroll ledger.</p>	
<b>UCSF</b>	<b>UCB</b>	<b>MLA/OTP</b>	Follow normal MLA/OTP process where HOST processes concurrent hire.	