

## PROCESS FOR INTERCAMPUS ONE-TIME PAYMENT

Scenario: UC Berkeley (**Host**) wants to issue a one-time payment (honoraria) to a faculty member from another (**Home**) UC campus.

Form: **UPAY 644C-T**

Process:

1. Verify that payment amount does not exceed published guidelines and/or obtain approval for exceptional amounts. All requests shall be submitted to APO. **Current guidelines prescribe that payments over \$2,500 require Dean's approval prior to APO submission.** Payments exceeding \$5,000 require prior approval by the Office of the President (UCOP). Please obtain prior approval from UCOP **via APO** before processing a one-time payment for an amount exceeding \$5,000.
2. **Verify payee employment status with UC (cannot be a UC Berkeley faculty member)**  
Contact Home campus, ex. UCLA, via email and request:
  - ☐ Employee Name
  - ☐ Employee ID #
  - ☐ Home Campus Appointment (ex. School of Optometry)
  - ☐ Title Code
  - ☐ Step
  - ☐ %
  - ☐ Salary (Annual) and Salary (Monthly)
  - ☐ 9/9 or 9/12 or 11/12 appointment
3. **After the Home campus provides the necessary information, verify eligibility to receive payment:**
  - ☐ Not employed by UC Berkeley
  - ☐ Not a UC staff member
  - ☐ Recipient is an individual faculty member (see appendix for eligible academic titles)
4. **Complete UPAY 644C-T Form – One-Time Interlocation Payment Form**
  - ☐ Complete the "Home" section of the form using information provided by Home campus.
  - ☐ Complete "Host" section of the form using the appropriate title code (either 1650/3999/3700) to reflect the activities performed at UCB. (See appendix for details.)
  - ☐ Confirm UCB (Host) funding source and get chartstring. Obtain signature from Host fund administrator prior to submission to APO. Payment cannot be issued from state (19900) funds. If departmental funds are used, obtain fund manager approval. If research funds are used, obtain fund manager approval.
  - ☐ Route to Dean's Office or APO as appropriate. Route to APO if the payment is less than \$2,500. **Route via your Dean's Office if the payment is \$2,500 or more.**

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5. **Submit Signed UPAY 644C-T Form to Dean's Office or APO.** Completed forms should be sent to APO via email as a PDF attachment to [APPolicy@berkeley.edu](mailto:APPolicy@berkeley.edu). **The subject line should read "One-Time Payment Form" and include the payee name.** Please note that APO will route the form and obtain signatures from the Home campus.

### **Conclusion:**

Email a copy of the submitted form to payee. Defer inquiries to Home campus, ex. UCLA.

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### **APPENDIX**

Generally, honoraria are activities defined in [APM 666-8](#). Broadly speaking, payments cover activities such as lectures, seminars or campus sponsored program reviews. If you have read the APM and still have questions about whether an activity may be eligible for a payment, please contact [APpolicy@berkeley.edu](mailto:APpolicy@berkeley.edu).

**Funding:** Honoraria may not be paid from State funds, but is permitted from gifts, endowments, etc. (See [APM 666-22](#))

Amounts over \$2,500 need Dean's approval. Amounts over \$5,000 need UCOP approval. This is not stated in the APM but is a limit set by the system-wide Provost.

The title code used for honoraria given for a lecture or seminar is 1650. The accompanying DOS code is HON. The title code used for program reviews is 3999 (Miscellaneous). The accompanying DOS code is HON. These transactions do not need an employment instance/appointment entry in HCM. Rather, the transaction is a payroll-only process.

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Faculty consultants, though less frequent, are handled through one-time payments. The title code for this service is 3700 and the earn/DOS code is FCA. **Under APM-025, this service is considered a category II activity and must be reported on the annual APM-025 form.** This activity counts against a faculty member's annual consultation limit.

For faculty consultant work, the faculty member cannot be paid over the maximum of his or her daily rate for the work period. [APM-664](#) states that the daily rate is the Annual Salary/171 days for AY and Annual Salary/236 days for FY.

If you have any questions, please contact [APpolicy@berkeley.edu](mailto:APpolicy@berkeley.edu).