



TEMPORARY INTERLOCATION TRANSFER OR MULTILOCATION APPOINTMENT FORM

UPAY 560-T (R6/01)

Home Location: _____ Home Dept: _____ Home School: _____

Host Location: _____ Host Dept: _____ Host School: _____

Home Location Information	Employee Name: _____ Employee ID: _____
	Position Location Position Title: _____ Title Code: _____ Step/Grade: _____
	Salary: _____ / _____ <input type="checkbox"/> 09/09 <input type="checkbox"/> 09/12 <input type="checkbox"/> 11/12 <input type="checkbox"/> 12/12 Appt. % _____ (Annual) (Monthly/Hourly)
	Current Appointment Dates: _____ to _____

Host Location Information	Host Location Temporary or Multilocation Position Title: _____ Title Code: _____ Step/Grade: _____
	Salary: _____ / _____ <input type="checkbox"/> 09/09 <input type="checkbox"/> 09/12 <input type="checkbox"/> 11/12 <input type="checkbox"/> 12/12 Appt. %: _____ (Annual) (Monthly/Hourly)*
	Pay Period Dates: _____ to _____ Hours to be paid: _____
	Description of Service (DOS) Code (For example: REG, Regular; BYA, By-Agreement; etc.): _____
	Host Location Fund Source to be Charged: Summer Sessions Funds (COA in Position Funding) _____ Dist. % _____ <small>(Location/Account/Cost Center/Fund/Project Code/Sub) (Name of Account)</small>
	LABORATORY/Hastings Fund Source to be Charged: _____

Please Note: Additional employment may affect existing benefits.

Reason	Reason for appointment:
	For Summer Sessions teaching

*For employees paid against general assistance sub-budgets, the home department is responsible for providing the home location accounting office with the necessary pay documents.

Host Location Fund Source Authorization _____

Host Location Dean's Office/Academic or
Staff Personnel _____

Home Location Dean's Office/Academic or Staff
Personnel _____

Host Contact _____ Phone # _____

Home Contact _____ Phone # _____