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PAYROLL: INTERLOCATION TRANSFERS AND APPOINTMENTS

I. INTRODUCTION

This chapter outlines the procedures to be followed when an employee transfers either permanently or temporarily from one University location to another, including the Lawrence Berkeley National Laboratory (LBNL) and Hastings College of the Law, or when an employee holds concurrent appointments at two or more locations.

The intent of these procedures is to maintain continuity in an individual's University employment history and benefits coverages when an individual is employed by more than one location or has transferred between locations with no break in service.

The procedures specified in this chapter are not intended to change existing intralocation routing and processing requirements.

II. PERMANENT INTERLOCATION TRANSFERS--SINGLE-LOCATION APPOINTMENTS

An interlocation transfer is considered permanent when an employee terminates employment at one location and accepts employment at another location, without a break in service, regardless of the length of the appointment if there is no intent that the employee will return to the original location. The transfer is considered temporary when there is no break in service and the appointment is not greater than twelve months.

The procedures presented in this section apply to all permanent interlocation transfers except transfers under the Education Abroad Program (EAP). (The procedures for such transfers are presented in section V, below.)

A. TERMINATING LOCATION

1. Department

At the request of the hiring location department, the terminating location should use the online Employee Database Entry/Update system or prepare a personnel action form (PAF) or its equivalent or the Laboratory equivalent documents to record the transfer. If the On-line EDB Entry/Update system is used, print a copy of the Summary of Separation Action IDOC¹.

¹ The term IDOC refers to an employee document generated from the On-line EDB Entry/Update system, used by campuses and Hastings.

* The Laboratory should use its equivalent forms and/or documents.

*Change 3/31/08
On the Summary of Separation Action IDOC or PAF/equivalent or the Laboratory equivalent documents, write: PERMANENT INTERLOCATION TRANSFER FROM __________ LOCATION, __________ DEPARTMENT, TO __________ LOCATION, __________ DEPARTMENT, EFFECTIVE __________.

Vacation and Sick Leave

If applicable for intercampus transfers, indicate the accrued vacation and sick leave hours transferable to the hiring location on the Permanent Interlocation Transfer Terminating Location - Employee Data Sheet - UFIN301 (see Appendix A). If the amount of accrued vacation or sick leave is unknown, annotate that this information will be forwarded to the hiring location on the date of the transfer.

Accrued vacation leave balances can only be transferred between campuses. The terminating department should report the accrued vacation hours that the hiring campus should add to the employee’s employment record.

Hastings

Since Hastings College of the Law is a separate entity, locations cannot transfer accrued vacation leave balances between Hastings. Therefore, if an employee transfers to/from Hastings to a campus, vacation balances must be paid to the employee.

Lawrence Berkeley National Laboratory

Although Lawrence Berkeley National Laboratory (LBNL) is a separate entity, locations can transfer accrued vacation leave balances between LBNL and a campus in accordance with policy. The vacation hours may be transferred up to the maximum leave accrual in accordance with policy. The vacation dollars associated with leave hours transferred to LBNL must be paid by check or EFT issued to the LBNL. Sick leave balances, which are notational, can be transferred between all locations. There are separate accounting procedures that must be followed for transfers from the lab to the campuses.

*Change 12/31/11
II. PERMANENT INTERLOCATION TRANSFERS--SINGLE-LOCATION APPOINTMENTS

A. TERMINATING LOCATION (Cont’d.)

2. Staff Personnel or Academic Affairs Office

Upon approval of the Summary of Separation IDOC or PAF/equivalent or Laboratory equivalent documents, by the staff personnel or academic affairs office, route the form to the terminating location accounting office.

Immediately inform hiring staff personnel or academic affairs office that the transfer has been approved. A copy of the approved Summary of Separation IDOC or PAF/equivalent or Laboratory equivalent documents must be sent to the hiring location staff personnel or academic affairs office, along with the transferring employee's personnel file. (Some locations may wish to retain the file and send the history card only.)

*Obtain a copy of the hiring New Hire/Rehire IDOC or PAF/equivalent or Laboratory equivalent documents and route it to the accounting office of the terminating location.

3. Accounting Office

Prepare the following forms: 1) Permanent Interlocation Transfer, Terminating Location - Transmittal Sheet (UFIN 300) (Appendix B); and 2) Permanent Interlocation Transfer, Terminating Location - Employee Data Sheet (UFIN 301) (Appendix A).

Note: It is important for the terminating location to complete the Employee Data Sheet with as much information as possible and to report all applicable year-to-date totals to the new location.

Accrued Vacation

Assessments for vacation leave accrual made at the former location will remain at that location; therefore, no interlocation transfer of vacation accrual liability (i.e., dollars) is required. All future payments for vacation leave taken will be funded by the new location. Accrued vacation is paid to a transferring employee only if the transfer is to a classification/appointment that is not eligible for vacation credit accrual (See...
OASDI and Medicare Contributions

Intercampus Transfers:

If the employee's total earnings are expected to be greater than the OASDI taxable wage base, employer and employee year-to-date OASDI and Medicare contributions are transferred to the hiring location as follows:

1. Indicate on the Employee Data Sheet that the liability is being transferred;

2. Transfer funds to cover the OASDI and Medicare employer and employee year-to-date liability by preparing an intercampus financial journal;

3. Prepare a Balance Adjustment Worksheet form to remove the covered wages from the employee's payroll records;

4. Send copies of these forms to the hiring location accounting office.

If the employee's earnings are not expected to exceed the OASDI taxable wage base, the OASDI and Medicare liability should be retained by the terminating location. The applicable OASDI and Medicare taxes withheld by each location must be reported on the Form W-2 prepared for the employee by each location.

Interlocation Transfers:

OASDI and Medicare balances or funds are not transferred between the Laboratories, Hastings, and the campuses. The old location retains the employee's balances and reports them on the employee's Form W-2 at the end of the year. The new location begins taking deductions and also reports the covered earnings and taxes withheld on the employee's Form W-2 from that location. If there is an overpayment of OASDI taxes, the employee can claim a refund when his or her tax return is filed.
II. PERMANENT INTERLOCATION TRANSFERS--SINGLE-LOCATION APPOINTMENTS

A. TERMINATING LOCATION

3. Accounting Office (Cont’d.)

Severance Pay Plan (SPP) Contributions/Funds

If the employee is a participant in the Senior Management Severance Pay Plan (SMSPP) the following transfers are made:

(1) Intercampus Transfers

Prepare an intercampus financial journal to transfer the SPP contributions (principal) and the employee's SPP (interest) to the new location's financial control. The terminating location is responsible for any interest that may accrue on an employee's SPP funds until the transfer of the contributions and interest is completed.

Campus Accounting:

At fiscal year-end the SMSPP liability (including interest) must be recorded. Using the expenditure accounts and fund numbers established to record the compensated absences accrual, the following reversing journal entry should be made in the June 30 preliminary ledger:

Dr. Expense X-XXXXXX-XXXXX-X-1970
Cr. SMSPP Liability X-XXXXXX

This expenditure should be reported in the campus financial schedules as part of the compensated absences accrual total. Object code 1970 is used to identify the SMSPP accrual.

(2) Campus/Laboratory Transfers

If the employee is transferring from a campus to a Laboratory, the campus should prepare an intercampus financial journal. This journal should transfer both the contributions and accrued interest to the Office of the President, Laboratory Administration. The campus should notify the Laboratory of the

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2 Hastings does not participate in the University's SPP program, however the Laboratory does participate.

*Change 3/31/08
***Deletion 3/31/08
employee's total plan balance.

If the employee is transferring from a Laboratory to a campus, the Laboratory should request, in writing, a transfer of the contributions and interest from OP Laboratory Administration to the new location. OP Laboratory Administration will prepare the intercampus financial journal.

(3) Terminating Location

* Send the above documents, a copy of the Summary of Separation IDOC or PAF/equivalent documents, and the employee's payroll file, including all insurance enrollment forms or the Laboratory's equivalent forms, to the hiring location accounting office.

B. HIRING LOCATION

1. Department

* Request a copy of the terminating location Summary of Separation IDOC or PAF/equivalent or Laboratory equivalent documents from the terminating location department.

* Prepare a hiring New Hire/Rehire IDOC or PAF/equivalent documents. On the New Hire/Rehire IDOC or PAF/equivalent documents write: **PERMANENT INTERLOCATION TRANSFER FROM __________ LOCATION, __________ DEPARTMENT, TO __________ LOCATION, __________ DEPARTMENT, EFFECTIVE __________.

* Obtain the appropriate local approvals required for hiring the transferring employee and route the New Hire/Rehire IDOC or PAF/equivalent or Laboratory equivalent documents to the staff personnel or academic affairs office.

2. Staff Personnel or Academic Affairs Office

Upon approval by the staff personnel or academic affairs office, route the form(s) to the hiring location accounting office. In addition, a copy of the approved form(s) is sent to the terminating location staff personnel or academic affairs office.

* Obtain a copy of the terminating location Summary of Separation Action IDOC or PAF/equivalent or the Laboratory equivalent documents and route it to the hiring location accounting office.

TL 103

*Change 12/31/11
II. PERMANENT INTERLOCATION TRANSFERS--SINGLE-LOCATION APPOINTMENTS
   B. HIRING LOCATION (Cont’d.)

   3. Accounting Office

   * On the hiring New Hire/Rehire IDOC or PAF/equivalent or Laboratory equivalent documents, enter the employee number and other data, as required.

   Send a copy of the above form(s), to the terminating location accounting office.

   Upon receipt of the terminating location intercampus Financial Journals, if applicable, prepare the appropriate responding entries.

   Prepare a Balance Adjustment Worksheet form to add the dollar amounts to the employee's OASDI and Medicare records, if applicable.

   C. DELAYED PROCESSING - TERMINATING LOCATION

   If the terminating location is a campus and an overpayment is made to the employee, the campus should prepare an Employee's Earnings Record adjustment in the Payroll/Personnel System (PPS) to reverse the overpayment. This will produce the following entry:

   Dr. Payroll Adjustment Clearing Account
   Dr. Other Liability Accounts
   Cr. Departmental Expense

   **The overpayment should not be transferred to the hiring location.** The terminating location is responsible for contacting the employee to negotiate a repayment schedule. If the employee does not agree to a reasonable repayment schedule or refuses to reimburse the University for the overpayment, the collection procedures described in Accounting Manual chapter [R-212-2](#), Receivables Management, should be implemented.

   To move the receivable from the clearing account, the following entry is prepared:

   Dr. Refund Due from Employee
   Cr. Payroll Adjustment Clearing Account

   When the overpayment is recovered from the employee, the following entry is required:
Dr. Location Cash Account  
Cr. Refund Due from Employee  

If the terminating location is a Laboratory or Hastings, the accounting office should follow similar procedures to recover the overpayment.

** D. BENEFITS PROCESSING**

The terminating location should complete the Permanent Interlocation Transfer Terminating Location – Employee Data Sheet (UFIN 301) (see Appendix A). In order to insure that the employee has continuous coverage and no duplicate benefit coverage occurs, the terminating location should complete the "Covered Through" column in the Enrolled Benefits section of the form for each benefit plan, as appropriate. The new location can then begin the employee’s coverage with no overlap.

E. I-9, LOYALTY OATH AND PATENT ACKNOWLEDGEMENT FORMS

For many reasons, UC is considered as "one employer." If an employee has already completed the I-9 Form and signed the Loyalty Oath and Patent Acknowledgement Form, they should not be required to re-sign these forms again at the new campus location.

III. TEMPORARY INTERLOCATION TRANSFERS AND MULTILOCATION APPOINTMENTS

The procedures detailed in this Section, except where specifically indicated, apply to both temporary interlocation transfers and multilocation appointments.

A. DEFINITIONS

1. Temporary Interlocation Transfers

An interlocation transfer is considered temporary when an employee at one location, designated the home location, accepts a position at another location, the host location, for a period of twelve months or less, with the intention of returning to work for the home location at the end of this period.

2. Multilocation Appointments

Multilocation appointments occur when an employee is employed by two or more locations simultaneously. The location at which the employee holds his or her primary employment is the home location. The location that employs the employee on an additional basis is the host location.
III. TEMPORARY INTERLOCATION TRANSFERS AND MULTILOCATION APPOINTMENTS

A. DEFINITIONS

2. Multilocation Appointments (Cont’d.)

Multilocation appointments may be of either short or long duration.

If the employee is initially hired at multiple locations simultaneously, one location must be designated as the home location. The following factors should be considered: largest percentage of time worked, longest duration of appointment, location with academic standing, etc. Under no circumstances should the employee's appointments exceed 100 percent.

B. GENERAL PROCEDURES

The procedures for temporary interlocation transfers and multilocation appointments are identical in most respects, and both require ongoing communication between the home and host locations.

Payroll and personnel files are retained at the home location, which continues to issue paychecks to the employee. For employees paid against general assistance subbudgets, the home department is responsible for providing the home location accounting office with the necessary pay documents.

The amount earned during the period of the temporary interlocation transfer or multilocation appointments is paid by the home location and the expense applicable to the host location is transferred to that location. The home location account initially charged for amounts applicable to the host location is subsequently cleared to the appropriate financial control account. For transactions between a campus and a Laboratory or Hastings, a Form 5 or Purchase Order must be used to pay the amounts due to the home location.

When a temporary interlocation transfer ends, it is not necessary to prepare a separate set of documents to return employees to their original status on the home location. When the appointment on the host location ends, the home location accounting office can automatically reinstate the employee records to their original status.
C. HOST LOCATION PROCEDURES

**Department**

Notify the home location staff personnel or academic affairs office, as appropriate, of the intention to process a temporary interlocation transfer or a multilocation appointment.

Prepare a UPAY 560-T, Temporary Interlocation Transfer or Multilocation Appointment Form (Appendix III). Include all information relevant to the proposed appointment on the host location. Obtain the appropriate local approvals for the appointment. Complete a Form 5 or Purchase Order if one or both of the locations (host or home) is a Laboratory or Hastings. If a campus is the host location and a Laboratory is the home location, the payroll burden rate from the Laboratory must be obtained in order to request the appropriate amount on the Form 5 or Purchase Order.

For campuses, if payment for service on the host location is drawn from general assistance funds, provide the home location accounting office with monthly pay documents.

**Staff Personnel or Academic Affairs Office**

When the appropriate approvals have been obtained, route the completed UPAY 560-T to the home location staff personnel or academic affairs office.

D. HOME LOCATION PROCEDURES

**Staff Personnel or Academic Affairs Office.**

Upon receipt of the UPAY 560-T from the host location, obtain appropriate local approval for the appointment, route the form to the accounting office for processing, and send a copy to the home location department.

**Accounting Office**

Process the UPAY 560-T form for payment through regular payroll procedures. For transactions between campuses, transfer the expenditure applicable to the host location to that location via a financial journal entry. Attach a copy of the UPAY 560-T form to the journal entry and route to the host location accounting office. If the host location UPAY 560-T form is not available, the home location New Hire/Rehire IDOC or PAF/equivalent documents should be used to support the financial journals until the host location UPAY 560-T
III. TEMPORARY INTERLOCATION TRANSFERS AND MULTILOCATION APPOINTMENTS

D. HOME LOCATION PROCEDURES (Cont’d.)

form is available.

* The Laboratory and Hastings should follow their local procedures when payment is received with the UPAY560-T form.

E. ACCOUNTING CODES

For payments generated by the home location for temporary transfers or multilocation appointments, charge expenditure account 8895X0 (X represents the host location code), fund number 6999X (X is location option), and sub 0, 1, 2, or 7. Object codes 1000 and 1100 are used to transfer the gross salary, and object code 8910 is used to accumulate the staff benefits. This charge is subsequently cleared by financial journal.

* The Laboratory and Hastings should use their equivalent accounting procedures.

F. BENEFIT CHARGES

Benefit charges include, but are not limited to, medical, dental, vision, short-term disability insurance, basic life insurance, worker’s compensation, unemployment insurance, IAP offset, and graduate partial fee remission. Benefit charges do not include the General, Automobile, and Employment Practices Liability Assessment (GAEL) and other similar charges unrelated to employee benefits. GAEL charges are allocated expenses by Risk Services and are not transferred as part of the inter-location transfer process.

For multi-campus appointments, including Hastings, the home campus should include prorated benefits in its costs. For campus/Laboratory appointments, if the campus is the home location, it should charge the prorated amount for benefits. If the Laboratory is the home location, it must charge the campus its prorated payroll burden rate.

** The home campus records the payroll costs in a reportable expense account with Account Group Code (AGC) 300010 through 300130. A campus may use the same account currently being charged but must change the AGC of the accounts in the Corporate Account Fund Profile submission. The home campus is the source of the detailed benefits recorded in the Corporate Financial
Reporting CFR) System via the payroll expense distribution process. A copy of the expense distribution report is to be provided to the host campus. Both the home and host campuses are to use object code 8910 to record the transfer of the benefits expenditures (credit at the home campus, debit at the host campus). Object code 8910 (on a consolidated basis) and the expense accounts (by campus) must have a financial balance of zero at the end of the fiscal year.

** Each campus must ensure that all costs have been transferred to the host campus by fiscal year end.

IV. ONE-TIME INTERLOCATION PAYMENTS

A one-time interlocation payment is required when an employee at one location (home location) is eligible to receive a payment originating from another location (host location) for an event or service of short duration. A one-time interlocation payment should be paid from the home location. The procedures are identical to the procedures for temporary interlocation transfers except that the host department should prepare a UPAY 644C-T, Interlocation One-Time Payment Form (Appendix D), instead of a UPAY 560-T.

V. EDUCATION ABROAD PROGRAM (EAP) INTERLOCATION TRANSFERS

Employees transferring under the EAP should be paid by the home location, regardless of the duration of the transfer. The procedures to be followed for such transfers are similar to the procedures for Temporary Interlocation Transfers presented in Section III, above. However, EAP will prepare a one-time expense transfer crediting the home location department for the salary, benefits, and related expenses of the replacement position, i.e., an academic year Associate Professor appointment (step one). This transfer will be prepared by EAP at the beginning of the fiscal year as a financial journal entry and will eliminate the need for the home location to process any payroll transfers. Refer to Accounting Manual chapter E-227-39, Education Abroad Program: Interlocation Transactions, for more information.

VI. RESPONSIBILITIES

The primary responsibility for expediting the processing of applicable forms rests with the academic affairs office for an academic appointee and the staff personnel office for a staff appointee. Since, in every case, authorization is required from more than one location, all approvals must properly identify the name, department, and location of the transferring employee.

*Change 12/31/11
VII. REFERENCES

Accounting Manual chapters:

- **E-227-35**  Education Abroad Program: Interlocation Transactions
- **P-196-30**  Payroll: OASDI and Medicare Contributions.

Assistant Vice President John Plotts, Memorandum to Accounting Officers on Intercampus Transfers, August 13, 1996.

Assistant Vice President John Plotts, Memorandum to Accounting Offices on Senior Management Severance Pay Plan (SMSPP) Liability, February 27, 1997.

Historical note: Accounting Manual chapter first published 8/1/72; revisions: 11/1/72, 2/1/79, 2/1/81, 9/1/81, 6/1/82, 7/1/83, 3/1/84, 3/15/87, 1/31/89, 9/30/96, 6/30/97, 9/30/98, 3/31/99, 6/30/99, 6/30/01, 12/30/02, 12/31/03, 6/30/04, 3/31/08, 9/30/11, and 12/31/11; analyst John Barrett.
# University of California Permanent Interlocation Transfer

**Terminating Location - Employee Data Sheet**

**UFIN 301 (R10/11)**

## Transferring Employee Data Sheet

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<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
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</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td>Last Pay Date</td>
<td></td>
</tr>
<tr>
<td>Original Hire Date</td>
<td></td>
</tr>
<tr>
<td>Date of Hire</td>
<td></td>
</tr>
<tr>
<td>Date of Oath</td>
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</tr>
<tr>
<td>Date of I-9</td>
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<tr>
<td>VAC HRS</td>
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</tr>
<tr>
<td>CIT</td>
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<tr>
<td>VISA</td>
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<td>RET SYS</td>
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<td>OASDI/MED</td>
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</tr>
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<td>Prior Serv MOS</td>
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<tr>
<td>Serv Cr MOS</td>
<td></td>
</tr>
<tr>
<td>BEN HRS</td>
<td></td>
</tr>
<tr>
<td>OASDI Covered Gross*</td>
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<td>Medicare Covered Gross*</td>
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<td>Transferring OASDI/MED Liability to New Location</td>
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<td>UCRP Fiscal YTD Cov. Comp.</td>
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<td>Covered Comp. Limit Code</td>
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## Enrolled Benefits

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<td></td>
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## Enrolled Dependent Information

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<th>DOB</th>
<th>Relation</th>
<th>SSN</th>
<th>EMP VEL</th>
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</table>

## Other Deductions

<table>
<thead>
<tr>
<th>Description</th>
<th>Ded. Amt.</th>
</tr>
</thead>
</table>

## Special Comments

**Notes:**
- If transferring to LBL or Hastings, TCA grosses restated.
- After tax, union dues, salary attachments, tax levies, other state tax (attach UPAY 830).
- The 403(b) and 457(b) Macs at the hiring location should be set to the same value as the Macs currently at the terminating location. The amounts to transfer are the unused declining balances.

**RETURN/ACCOUNTING:** 5 years after separation except in cases of disability, retirement, or disciplinary action, in which case retain until age 70.

**Other Copies:** 0-5 years after separation

**Instructions Attached**
PAYROLL: INTERLOCATION TRANSFERS AND APPOINTMENTS
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*APPENDIX A (Cont’d.)

Instructions for Completion of UFIN 301: Permanent Interlocation Transfer

To ensure vacation and sick leave balances, UCPR service credit, retirement savings program and other benefits information transfer properly, benefit representatives at both locations should coordinate and work closely with the employee. Transferring employees do not have a PIE as a result of the transfer; in general, current benefits continue at the new location. Any changes are normally done at the next Open Enrollment.

Definitions:
LAST PAY DATE: Enter the last date for which the employee will be paid on the transferring (separating) campus

ORIGINAL HIRE DATE: Should reflect the first date of employment with the University of California (EPER)

HIRE DATE: Should reflect the most recent date of employment with the receiving (hiring) campus if the personnel action was a transfer (without a break in service) from another UC campus and should be completed at the time of hire or rehire only (IGEN).

COUNTRY OF RES: Enter the country of residence (IALN)

RET SYS: Enter ‘U’ for UCPR, ‘H’ for Safe Harbor, ‘B’ for Tier-Two or ‘N’ for Not Contributing (IGEN)

OASDI/MED: Enter ‘E’ for OASDI and Medicare, ‘M’ for Medicare Only and ‘N’ for not contributing to either OASDI or Medicare (IGEN)

PRIOR SERV: Enter prior service months (IPER)

SERV CR: Enter service credit from date (IHR2)

BEN HRS: Enter hours towards benefits eligibility (IHR2)

CAREER HRS: Enter hours towards career eligibility (IHR2)

EAD: Employment authorization document authorizes an alien to work in the U.S. for a period of time.

8233 EXP DATE: Refers to the tax treaty document and expiration of tax treaty benefits for a foreign national

Citizenship code is captured to assist in the determination of tax residency for tax withholding purposes only and should not be used for any other purpose.

VISA is also used for determining the tax residency for tax withholding.

I-9 Form: A copy of the original is transmitted with the UFIN301. If the receiving location notices the I-9 is incomplete or deficient it is advisable to take steps to correct the form.

OATH Date: Date the State Oath was signed or an amended version re-signed.

Things that should be done to assist the employee: The benefits representative or the person should advise the employee of the benefits and accruals that will be transferred. It is the transferring campus administrator’s responsibility to complete the Interlocation Transfer form (UFIN301) and to transmit it securely to the receiving campus.

Medical & Dental Benefits: The receiving campus should verify that the employee can continue in the same medical plan since availability can vary by location. If the employee’s plan is not available in their new location, the employee may enroll in a new plan. If the employee is enrolled in a medical plan with a service area and/or DeltaCare USA, the employee may need to change the primary care physician and/or dentist. The employee may receive a COBRA packet for continuing health benefits. You can inform the employee to disregard that information since benefits should continue at the new location.

Flexible Spending Accounts: When an employee transfers to a new UC location, participation in the flexible spending account plans remain at the same contribution level. If any monthly contributions were missed due to payroll deadlines, the new location must make a retroactive adjustment so that coverage and contributions are continuous. The transferring campus should delete the FSA end date on the ERET screen to ensure that the spending card is not disabled as a result of the separation date being transmitted to Conexis.

403(b) and 457(b) Plans: If the employee is contributing to the 403(b), the 457(b) or the DC After-Tax plans, the employee will need to redo the contribution election for the new location. Refer to the employee to Fidelity Retirement Services (netbenefits.com or 866-682-7787). Deferral elections are subject to payroll deadlines so contributions may be missed. Maximum annual contribution information should be transmitted from the departing campus to the receiving campus to assure that the employee does not inadvertently over-contribute to the tax-deferred savings plans. Hiring campuses should pay attention to, compare, and overwrite (when necessary) the assigned MAC on the ECEN screen in situations where the transferring employee will be 50 years or over as of the end of the calendar year. To ensure that any existing 403(b) loan repayments continue, coordination with the departing campus and/or Fidelity Retirement Services may be necessary.

For further information see Accounting Manual Chapter on Interlocation Transfers http://www.ucop.edu/ucophome/policies/acctman/p-196-38.pdf

STATE
The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on this form, including your Social Security number, is to verify your identity, and/or for benefits administration, and/or for federal and state income tax reporting. University policy and state and federal statutes authorize the maintenance of this information. Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out.

Information furnished on this form may be transmitted to the federal and state governments when required by law. Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices. The official responsible for maintaining the information contained on this form is the Vice President –University of California Human Resources, 1111 Franklin Street, Oakland, CA 94607-5200.

FEDERAL
Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your Social Security number is mandatory. The University’s record keeping system was established prior to January 1, 1975 under the authority of The Regents of the University of California under Article 1X, Section 9 of the California Constitution. The principal uses of your Social Security number shall be for state tax and federal income tax (under Internal Revenue Code sections 6011.6051 and 6059) reporting, and/or for benefits administration, and/or to verify your identity.
## UNIVERSITY OF CALIFORNIA
PERMANENT INTERLOCATION TRANSFER
TERMINATING LOCATION - TRANSMITTAL SHEET
UFIN 300 (R12/02)

<table>
<thead>
<tr>
<th>TRANSFERRING</th>
<th>FROM:</th>
<th>TO:</th>
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<tbody>
<tr>
<td>EMPLOYEE NAME (LAST, FIRST, MI)</td>
<td>SOCIAL SECURITY NO.</td>
<td>EFFECTIVE DATE</td>
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<tr>
<th>ATTACHED</th>
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<tr>
<td></td>
<td>EMPLOYEE DATA SHEET</td>
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<td>TERMINATION INFORMATION (IGEN) OR SUMMARY OF SEPARATION ACTION IDOC</td>
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<td>EMPLOYEE FILE</td>
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<td>EMPLOYEE EARNINGS RECORD</td>
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<td></td>
<td>OASDI/MEDICARE DOLLAR BALANCE ADJUSTMENT (UPAY649)</td>
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<td></td>
<td>OASDI/MEDICARE JOURNAL</td>
</tr>
<tr>
<td></td>
<td>INSURANCE INFORMATION</td>
</tr>
<tr>
<td></td>
<td>COPY OF OVERPAYMENT DETAIL</td>
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<td></td>
<td>SEVERANCE PAY PLAN RECORDS</td>
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**COMMENTS**

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**PHONE NUMBER** | **FAX NUMBER** | **DATE**

RETN: ACCOUNTING: 5 YEARS AFTER SEPARATION, EXCEPT IN CASES OF DISABILITY, RETIREMENT, OR DISCIPLINARY ACTION, IN WHICH CASE RETAIN UNTIL AGE 70.
OTHER COPIES: 0-5 YEARS AFTER SEPARATION.
TEMPORARY INTER-LOCATION OR MULTI-LOCATION APPOINTMENT FORM INSTRUCTIONS

Home Location/Department: Location/Department where currently employed.
Host Location: Location/Department where activity is being performed

Home Location Information: (to be obtained from Home Department)
Employee Name: Name as entered on EDB Employee ID#: Employee ID number at Home Campus
Home Location Appointment Title: Employee title at Home Department
Title Code: Title on home campus appointment
Step/Grade: Step/Grade of home appointment (if applicable)
Monthly or Hourly Salary: Enter salary of home department appointment
Primary Pay Schedule: Check MO or BW
9/9, 9/12, 11/12: Check appropriate box if home appointment is an academic appointment other than 12/12
Appointment%: Indicate distribution percentage of appointment

Host Location Information: (to be provided by Host Department)
Host Location Temporary or Multi-location appointment title: Enter a valid PPS title which relates to the appointment at the host campus
Title Code: Enter a valid PPS title code which relates to the appointment at the host campus
Step/Grade: Enter correct Step or Grade as applicable for host campus appointment
Primary Pay Schedule: Check MO BW (Note: Pay schedule will need to correspond to Home Location pay schedule. An employee cannot have both a BW and MO appointment at the same time)
9/9, 9/12, 11/12: Check appropriate box if host appointment is an academic appointment other than 12/12
Appointment%: Indicate the percentage of time per month that the appointment covers
IF PAID HOURLY:
* Check Box for Fixed: Enter amount of hours per pay period
* Check Box for Variable: Indicate "time sheet to be submitted to home campus for each pay period"
Monthly or Hourly Salary:
* If Monthly Salary Rate: This should be the monthly rate that will be entered on the IAPT screen. Can only be entered for employees with a primary pay period of MO
* If Hourly Salary Rate: This should be an hourly rate
DOS Code: Enter valid PPS DOS code for one time payment
Pay Period Dates: List complete dates of appointment. Must contain both start and end date
Account Name: Enter title of FAU to be charged
Host Location Fund Source to be Charged: Enter full accounting unit, Must be an appropriate FAU (including sub)(0,1,2,5 or 7 are the only valid subs) for Payroll Expense
Distribution%: Enter the distribution percentage

ROUTING INSTRUCTIONS
Home Location Instructions:
1. Receive completed and signed form from host campus
2. Obtain appropriate home campus personnel signatures
3. Forward to Home Campus Payroll Office to coordinate payment

Host Location Instructions:
1. Obtain home location information from home location department
2. Complete all fields in Host Location Information section
3. Obtain host location signatures
4. Route to appropriate office at home location (Do not forward if signatures have not been obtained or form is not complete)
**APPENDIX D**  UPAY 644C-T

**INTERLOCATION ONE-TIME PAYMENT FORM**

UPAY 644C-T (R8/11)

**HOME LOCATION INFORMATION**

HOME LOCATION: __________________________  HOME DEPARTMENT: __________________________

HOST LOCATION: __________________________  HOST DEPARTMENT: __________________________

**HOME LOCATION INFORMATION**

EMPLOYEE NAME: __________________________  EMPLOYEE ID #: __________________________

HOME LOCATION APPOINTMENT TITLE: __________________________  TITLE CODE: __________________________

ANNUAL OR MONTHLY/HOURLY SALARY: __________________________  □ 05/09  □ 09/12  □ 11/12  APPOINTMENT #: __________________________

**HOST LOCATION INFORMATION**

EMPLOYEE TITLE RELATING TO ACTIVITY AT HOST CAMPUS: __________________________  TITLE CODE: __________________________

EVENT SERVICE DATES: FROM: ____________ TO: ____________

ONE-TIME PAYMENTS: __________________________  DESCRIPTION OF SERVICE (DOS) CODE (For examples: HON, BYA etc.): __________________________

HOST LOCATION FUND SOURCE TO BE CHARGED: __________________________  ACCOUNT NAME: __________________________

LOC ACCT COST CENTER FUND PROJ CODE SUB
(0, 1, 2, 5 or 7 are the only valid subs)

**EVENT/SERVICE AND COMPENSATION INFORMATION**

PLEASE EXPLAIN DETAILS OF EVENT/SERVICE AND COMPENSATION

**APPROVALS**

Host Location Fund Source Authorization  Host Location Dean’s Office/Academic or Staff Personnel  Home Location Dean’s Office/Academic or Staff Personnel

Host Location Contact Name  Host Location Phone Number  Host Location Email Address

Home Location Contact Name  Home Location Phone Number  Home Location Email Address

Date

CC: EMPLOYEE’S HOME DEPT.

RETN ACCOUNTING: 5 YRS SUBJECT TO CONTRACT AND GRANT REQUIREMENTS. OTHER COPIES 0-5 YEARS

*Change 12/31/11*
**INTER-LOCATION ONE-TIME PAYMENT FORM INSTRUCTIONS**

**Home Location/Department:** Location/Department where currently employed.

**Host Location:** Location/Department where activity is being performed

**Home Location Information: (to be obtained from Home Department)**
- **Employee Name:** Name as entered on EDB
- **Employee ID#:** Employee ID number at Home Campus
- **Home Location Appointment Title:** Employee title at Home Department
- **Title Code:** Title on home campus appointment
- **Annual or Monthly or Hourly Salary:** Enter salary of home department appointment
- **9/9, 9/12, 11/12:** Check appropriate box if home appointment is an academic appointment other than 12/12
- **Appointment%:** Indicate distribution percentage of appointment

**Host Location Information: (to be provided by Host Department)**
- **Employee Title Relating to Activity at Host Campus:** Enter a valid PPS title which relates to the service at the host campus
- **Title Code:** Enter a valid PPS title code which relates to the service at the home campus
- **Event Service Dates:** List complete dates of service
- **One-Time Payment $:** Enter amount of one-time payment. Should be flat dollar amount
- **DOS Code:** Enter valid PPS DOS code for one time payment
- **Host Location Fund Source to be Charged:** Enter full accounting unit, Must be an appropriate FAU (including sub)(0,1,2,5 or 7 are the only valid subs) for Payroll Expense
- **Account Name:** Enter title of FAU to be charged

**ROUTING INSTRUCTIONS**

**Home Location Instructions:**
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