

# UCPath: Interlocation One-Time Payments

This job aid describes how UCR processes one-time payments for employees who complete consultant work at other UC locations.

**Scenario:** A one-time payment has been authorized and funded by another UC Campus via the UPAY 644C-T form (e.g., UCLA wants to pay a UCR Professor \$1000 for consultative work)

Step	Action
1.	The payment is processed by Elena Valdez, the Payroll Office's Payroll Analyst on the employee's primary UCR job.
2.	<p>The employee's standard FAU(s) will be overridden so UCR can charge the Financial Controls FAU, which is used to track payments between UC locations. As a result, this one-time payment will not be charged to a UCR Department's FAU. Payroll will charge the Financial Controls FAUs, in the format below:</p> <p><b>Account Code:</b> Varies based on Title Code and appropriate Golden Trees account <b>Activity:</b> A01389 <b>Fund:</b> 69999 <b>Function:</b> Varies depends on Expenditure <b>Cost Centers:</b> UCOP, UCB, UCSF, UCD, UCLA, UCSD, UCSC, UCSB, UCI, UCM</p> <p>Note: Each transaction should include substantial notes to help identify the transaction's purpose.</p>
3.	<p>Once the payment is processed by Elena Valdez, it is routed to the appropriate Shared Service Center for AWE Approval.</p> <p>AWE Approvers should process the transaction in a timely manner and contact the Elena Valdez directly if they have any questions about the transaction.</p>