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)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The payment is processed by Elena Valdez, the Payroll Office’s Payroll Analyst on the employee’s primary UCR job.</td>
</tr>
</tbody>
</table>
| 2.   | 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:  
  **Account Code:** Varies based on Title Code and appropriate Golden Trees account  
  **Activity:** A01389  
  **Fund:** 69999  
  **Function:** Varies depends on Expenditure  
  **Cost Centers:** UCOP, UCB, UCSF, UCD, UCLA, UCSD, UCSC, UCSB, UCI, UCM  
  Note: Each transaction should include substantial notes to help identify the transaction’s purpose. |
| 3.   | Once the payment is processed by Elena Valdez, it is routed to the appropriate Shared Service Center for AWE Approval.  
  AWE Approvers should process the transaction in a timely manner and contact the Elena Valdez directly if they have any questions about the transaction. |