**MULTI-LOCATION APPOINTMENTS**

**MULTI-LOCATION APPOINTMENT** is the process that begins when a UCR employee accepts a concurrent job at another UC location or when an employee of another UC location accepts a concurrent job at UCR.

<table>
<thead>
<tr>
<th>AS-IS PAIN POINTS</th>
<th>IMPROVEMENTS</th>
<th>BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to view information from other UC locations</td>
<td>Ability to view basic employee information across the UC System</td>
<td>For Multi-Location Appointments between two UCPath locations, UCPath will create a consolidated check for 100 percent of an employee’s pay, and distribute pay to appropriate FAUs at each location</td>
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<tr>
<td>Difficult to create a consolidated paycheck</td>
<td>Each location can independently establish and maintain data for the job at their campus, including establishing FAUs, submitting time and managing compensation</td>
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<tr>
<td>Paychecks are issued by the home campus with a manual process to transfer expenses to the other campus.</td>
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<tr>
<td>There has been inconsistent treatment of pay for employees on long term assignments at other UC locations causing issues with service credits, leave accruals, and/or payroll confirmations</td>
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</table>

### ROLES FOR MULTI-LOCATION APPOINTMENTS

**HR/AP STAFF INITIATOR (REQUIRED)**
1. Completes UPAY 560-T form
2. Obtains fund owner approval
3. Initiates form

**CENTRAL OFFICES (REQUIRED)**
HR/AP Central offices approve Multi-Location Appointment agreement with other UC location. Provides policy and procedural guidance.

**SHARED SERVICES CENTER (SSC) FULFILLER (REQUIRED)**
Performs and finalizes Onboarding transaction.

**INQUIRERS (HR/AP STAFF & DEPT / SSC FULFILLERS) (OPTIONAL)**
Monitors overall request and has the ability to view the status of the request and tasks. May be the same person given the above roles.

### MULTI-LOCATION APPOINTMENT BETWEEN UCR AND ANOTHER UC LOCATION

**Multi-location appointment within UCPath. At this time, the roadmap only applies to the process between UCR and UC Merced and UCOP.**

UC Merced Employee accepts a concurrent job at UCR.

HR/AP STAFF INITIATOR
- Collects the required attachments and supplemental documents (Offer Letter or Appointment file) and starts the Onboarding process in ServiceLink.

CENTRAL OFFICES
- UCR Office of Human Resources or Academic Personnel Office approves Multi-Location Appointment form (UPAY 560-T) in concert with another UC location.

INQUIRERS
- (HR/AP STAFF & DEPT / SSC FULFILLERS)
- Monitors overall request and has the ability to view the status of the request and tasks. May be the same person given the above roles.

**INQUIRERS (HR/AP STAFF & DEPT / SSC FULFILLERS) (OPTIONAL)**
- Monitors overall request and has the ability to view the status of the request and tasks. May be the same person given the above roles.

Please note, an individual may assume one or many roles.

Hiring manager receives notification from ServiceLink that the service has been completed.

Shared Services submits the UCPath Onboarding transaction.

**SSC FULFILLER**
- Completes the UCPay Onboarding transaction.

Note: Until all locations are on UCPath, the home location will continue to pay the employee 100 percent of their pay. The current process will continue until a location joins UCPath.

**THE PROCESS IS SUCCESSFUL IF...**
- Employees that have appointments at multiple UC locations are appointed and paid correctly and on time.

**DID YOU KNOW?**
- Each location will be independently responsible for submitting time for the employee, and the employee will receive a one paycheck for both jobs.

**LEGEND**
- **SSC FULFILLER**
  - Shared Services Center
  - Time and Attendance Reporting System
  - System Actions
  - People Actions

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