October 6, 2008: Announcements to Department Managers and financial staff from the L&S Deans' Office

Here are the headlines. Please scroll down for details

- Honoraria payments to UC faculty - delays with interlocation forms

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1. **Payment of honoraria to faculty members of other UC institutions** have taken 4-8 months to pay, and there is confusion about the correct routing procedures for the interlocation form. The Deans' Office has been working with APO and Payroll to clarify the procedures. Correct procedures for paying an honorarium to a faculty member of another UC institution are laid out in the UCOP Accounting Manual: P-196-38 found at [http://www.ucop.edu/ucophome/policies/acctman/p-196-38.pdf](http://www.ucop.edu/ucophome/policies/acctman/p-196-38.pdf), page 9-12. Here are a few tips:

   - If a UC faculty member from another institution is visiting Berkeley, and you wish to give them an honorarium, phone the faculty member's home department and let them know of your intention to process a one-time interlocation transfer.
   - All Interlocation One-Time Payment forms (**UPAY 644-C-T**), must be routed to the Deans' office for signature approval. We recommend you include a separate self-addressed envelope with the form so that a signed copy can be returned to you.
   - According to APM policy, you should not use a state fund to pay a faculty member of a UC institution.
   - Once the approved form leaves the hands of the Deans' Office, it is delivered (normally within 3 business days) to APO. APO keeps a log of forms that arrive for review, and after a policy review, routes the form to the home location Academic Personnel Office. Once the form leaves UCB, it is in the hands of the home institution and tracking it down there can be exceedingly difficult. Your contact at the faculty member's home department can hopefully help with this.
   - While the P-196-38 policy indicates that the home location APO office should send a copy of the approved form to the host location department (you), this does not happen in most if not all cases. The home location APO sends the completed form to the home location payroll office for payment to the faculty person.
   - Alert your payee to watch for direct deposits - sometimes a person can get paid and not realize it.
   - The home location payroll office processes the payment through regular payroll procedures, and transfers the expenditure back to the host campus department via a financial journal entry. The last step is a copy of the 644-C-T form should be routed with a printout of the financial journal to the UCB payroll office, so your confirmation that the process is complete is only the journal transfer hitting your ledger.