REQUEST FOR ADDITIONAL/ONE-TIME PAYMENT TO UCSC EMPLOYEE
Prior to using this form or making agreements on payments, please consult Staff HR

This form is a data collection tool to assist Staff HR in making a one-time payment to a staff or student employee. All payments are governed by personnel compensation policies and are subject to approval by Staff Human Resources. For questions about which type of payment is allowable, contact your Staff Human Resources Timekeeper.

Do not use this form for payments to
- employees of other UC campuses (use Intercampus One-Time Payment Form UPAY 644C)
- for payments to non-UC employees (use Direct Pay Form).

Instructions:
1) Complete Section 1, obtaining divisional approval and authorization for payment, as needed.
2) Route completed form to appropriate SHR Department:
    ○ For One-Time Payments to STAFF EMPLOYEES, send completed form to SHR Compensation
    ○ For One-Time Payments to STUDENT EMPLOYEES, send completed form to SHR Operations

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SECTION 1: Please complete all fields in this section and route for REQUIRED SIGNATURES

EMPLOYEE'S CURRENT UCSC APPOINTMENT(S):

Employee Name:		Job Code:	
Employee ID:		Position Number:	
Department Code:		Staff or Student:	

EVENT & PAYMENT INFORMATION:

Amount:		Requested Pay End Date:	
Earnings Begin Date:		Earnings End Date:	
Fund Source *Org Code:*		*Fund:*	
Activity:		*Sub:*	

Describe location of event and work performed:

REQUIRED SIGNATURES

	Name (printed)	Signature	Date
Requested By:			
Divisional Approval:			

	Name (printed)	Signature	Date
Authorization for Payment (if applicable):			

SECTION 2: *Completed by Staff Human Resources*

SHR Supervisor Authorization:		Date	
PAY END DATE		EARN CODE	DATE
EMPL RECORD		NEW POSITION NEEDED	
PREPARER:	DATE ENTERED:	APPROVER:	