

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.

AS-IS PAIN POINTS

- Inability to view information from other UC locations
- Difficult to create a consolidated paycheck
- Paychecks are issued by the home campus with a manual process to transfer expenses to the other campus.
- 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





IMPROVEMENTS

- Ability to view basic employee information across the UC System
- Each location can independently establish and maintain data for the job at their campus, including establishing FAUs, submitting time and managing compensation

BENEFITS

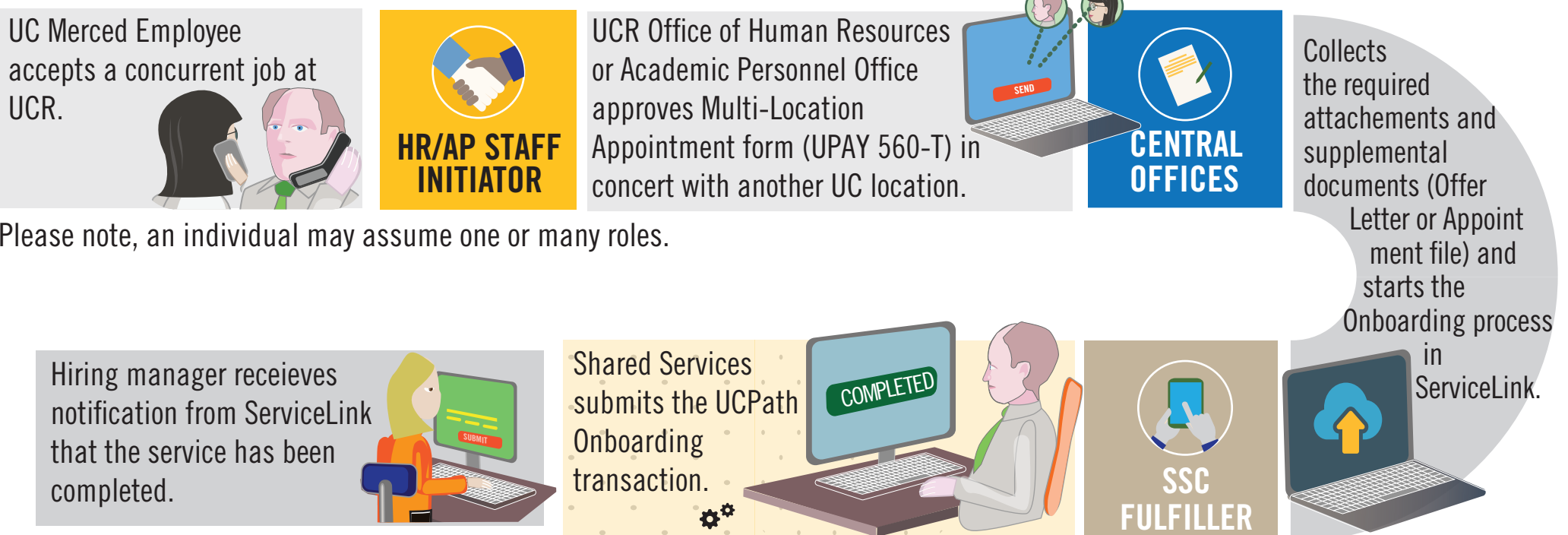
- For Multi-Location Appointments between two UCPath locations, UCPath will create a consolidated check for 100 percent of an employee's pay, and distribute pay to appropriate FAUs at each location

ROLES FOR MULTI-LOCATION APPOINTMENTS

 <p>HR/AP STAFF INITIATOR (REQUIRED)</p> <ol style="list-style-type: none"> 1. Completes UPAY 560-T form 2. Obtains fund owner approval 3. Initiates form 	 <p>CENTRAL OFFICES (REQUIRED)</p> <p>HR/AP Central offices approve Multi-Location Appointment agreement with other UC location. Provides policy and procedural guidance.</p>	 <p>SHARED SERVICES CENTER (SSC) FULFILLER (REQUIRED)</p> <p>Performs and finalizes Onboarding transaction.</p>	 <p>INQUIRERS (HR/AP STAFF & DEPT. / SSC FULFILLERS) (OPTIONAL)</p> <p>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.</p>
---	---	--	--

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.



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.



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.

THE PROCESS IS SUCCESSFUL IF...

- ✓ Employees that have appointments at multiple UC locations are appointed and paid correctly and on time.

LEGEND

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