AGENDA

• Types of One Time Payments
  • Honoraria
  • Faculty Consultant
  • Award or Prize

• Approvals

• SOM Procedures

• Job Title/Job Desc/Earn Code

• Resources

• Let’s Review
A One-Time Payment (OTP) is additional compensation provided to an academic appointee for occasional service or activities that fall outside of the appointee’s normal responsibilities. These payments are governed by specific policies and not all additional services/activities are eligible for additional compensation.

Specific circumstances are outlined in the salary administration section of the Academic Personnel Manual.

Eligible one-time payments are listed in APP 9-10. Activities or services that do not fall under the outlined categories will require exceptional approval.
HONORARIA (*most common)

**Description** A payment by the University to an academic appointee for lectures or similar public appearances that fall outside the appointee’s normal academic responsibilities to the University (APM 666)

**Types of Honoraria**

1. Lectures and seminars (performed at a UC campus other than the appointee’s home campus)
2. Concerts, creative activities or University sponsored panels/conferences (performed at any UC campus)

**Eligibility:** All Academic appointees

**Restriction:** Cannot be paid using state general funds

**Final Authority:** Vice Provost, Academic Personnel, or UCOP (depending on amount)
Awards or Prizes

Description: A payment to an academic appointee for winning an award or prize. The award or prize must be the result of a competitive process. Established award programs only, not ad hoc.

Eligibility: All Academic appointees

Restriction: No State General Funds

Final Authority: Vice Provost, Academic Personnel

Examples: Best Teaching or Poster Presentation Awards
ONE TIME PAYMENTS

Faculty Consultant (*not very common)

Description: A payment to a faculty member for occasional consultant services on projects, conducted under the auspices of the University, that fall outside the appointee’s normal academic responsibility (see APM-664). This allows the University to engage a faculty member for their expertise instead of hiring an outside entity.

Eligibility: Faculty titles as defined in APM 110-4-15 from any UC Campus.

Final Authority: Vice Provost, Academic Personnel.
APPROVALS

- **ALL** One-Time Payments must be approved by (1) the SOM Dean’s Office (Finance), and (2) the Office of Academic Personnel* prior to the *activity taking place* (*for payments to UC appointees only*)

- Exceptional requests are reviewed on a case-by-case basis, taking into consideration academic personnel policy

- For all inter-campus one-time payments, the **host** campus must notify the **home** campus of the activity in advance of the activity being performed

Any request received after the activity has taken place will be reviewed on a case-by-case basis and may be denied
Overview of SOM Procedures: Honoraria and Awards
SOM Recommended Honoraria Amounts
Procedures: Honoraria for Non-UC Speakers
Procedures: Honoraria for Non-UC Appointees
Procedures: Award or Prize
OVERVIEW OF PROCEDURES: HONORARIA AND AWARDS

(1) Each honorarium request must be pre-approved by the Dean of the School of Medicine and requires a memo to be signed prior to offering an honorarium to a guest.

(2) Honorarium requests for faculty from another UC campus must also then be pre-approved by Academic Personnel via UPAY form U560/644

(3) Awards do not require pre-approval from either the Dean of School of Medicine, or the Vice Provost but do require signature by the Assoc. Dean and VP on the AP-70 form
SOM RECOMMENDED HONORARIA AMOUNTS

Up to $500 per activity when hosted virtually.
   If there are multiple activities in one day, the fee paid for each activity after the 1st will be $250.00

Up to $1,000 per activity when hosted in-person.
   If there are multiple activities in one day, the fee paid for each session after the 1st will be $500.00

If the amounts being offered to the guest are within the SOM recommended levels, the department(s) can assume the Dean and the Vice Provost will approve, and as such, they can provide the amount to the guest ahead of approval. An invitation to take part in the activity and honoraria may be extended by the department and is appropriate to communicate prior to approval. **Note: You must stipulate that the anticipated amount to be awarded is $XXX and can be subject to change upon approval from SOM or Academic Personnel.**

If the department will offer more than the SOM recommended amount, you need exceptional approval, and the amount should not be confirmed with the guest until approval has been received.
PROCEDURES: HONORARIA FOR NON-UC SPEAKERS

1. **Well in advance of the event:** Department prepares a memo on letterhead addressed to the Dean, signed by the Chair which requests an honorarium and explains the following: *Date and details of event, name, title, and professional location of the honorarium recipient, as well as the honorarium amount requested.* Include signature block for Dean to sign:

   I approve:

   ______________________
   Michael J. Stamos, MD
   Dean, UCI School of Medicine

   *NOTE: Memo must ask for exception if (1) amount paid is over SOM thresholds, and/or (2) the event has already occurred*

2. **Attach a flyer, advertisement or marketing materials for the event**

3. **.PDF bundle all of the above items with the **Routing Slip** as a cover page and route to somadministration@uci.edu**

4. **Once the Dean has signed the memo, Rachel Pearlman will return the signed memo to the department.** The department should follow established SOM Finance procedures to proceed with payment to the guest.
PROCEDURES: HONORARIA FOR UC APPOINTEES

1. **Well in advance of the event:** The Host Campus prepares a memo on letterhead addressed to the Dean, signed by the Chair which requests an honorarium explains the following: *Date and details of event, name, title, and professional location of the honorarium recipient as well as the honorarium amount requested.* Include signature block for Dean to sign:

   I approve:

   _______________________
   Michael J. Stamos, MD
   Dean, UCI School of Medicine

   **NOTE:** Memo must ask for exception if (1) amount paid is over SOM thresholds, and/or (2) the event has already occurred.

2. **Prepare the UPAY 560/644 form.** This form must be filled out completely and accurately. Contact other UC location for information (Dept. Acad. Affairs analyst or Campus AP Analyst). NO NEED TO OBTAIN SIGNATURES FROM THE OTHER CAMPUS.

3. **Attach a flyer, advertisement or marketing materials for the event**

4. **.PDF bundle all of the above items with the Routing Slip as a cover page and route to somadministration@uci.edu;**

5. **The Dean’s Analyst reviews and works with the department analyst to make any corrections, and then route all items to the Associate Dean and then the Vice Provost.** The Vice Provost’s office works with the other campus to obtain review/signature. Once the Honoraria is approved and signed by the Vice Provost, the Dean’s Analyst will route the signed form back to the department, and the department should follow established SOM Finance procedures to proceed with payment.

   **NOTE:** Honoraria for faculty at another UC campus requires that all forms are routed to the other UC campus for their review/signature prior to the final authority signature. This can take a significant amount of time; please plan accordingly. You may check in with your Dean’s analyst if you do not have a signature within 2 weeks of the submission date.
PROCEDURES: AWARD OR PRIZE

1. **NO MEMO REQUIRED**

2. **The Host department prepares the AP-70** (UCI appointee) or **UPAY 560/644** (other UC appointee) **forms and attach them to the supporting documents.** The forms must be filled out completely and accurately. NO NEED TO OBTAIN SIGNATURES FROM THE OTHER CAMPUS.

3. **The Host department locates an Email, announcement or other materials which support the Award/Prize**

4. **.PDF bundle all of the above items with the Routing Slip as a cover page and route to somadministration@uci.edu;** Rachel Pearlman will route to Dean’s Analyst

5. **The Dean’s Analyst reviews and works with department to make any corrections, and then routes all items to the Associate Dean and then the Vice Provost.** Once the Award/Prize is approved and the UPAY or AP form is signed, the Dean’s Analyst will route everything back to the department, and the department should follow established SOM Finance procedures to proceed with payment.

**NOTE:** Awards/Prizes for faculty at another UC campus requires that all forms are routed to the other UC campus for their review/signature prior to the final authority signature. This takes a significant amount of time; you may check in with your Dean’s analyst if you do not have a signature within 2 weeks of the submission date.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Job Title</th>
<th>Job Description</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honoraria: Lecturers and Seminar</td>
<td>001650</td>
<td>Lecturer-Misc/Part-Time</td>
<td>HON</td>
</tr>
<tr>
<td>Honoraria: Creative Works, University sponsored panels/conferences</td>
<td>003999</td>
<td>Misc. Academic Activity</td>
<td>HON</td>
</tr>
<tr>
<td>Faculty Consultant</td>
<td>003700</td>
<td>Faculty Consultant</td>
<td>ACF</td>
</tr>
<tr>
<td>Award/Prize</td>
<td>003999</td>
<td>Miscellaneous</td>
<td>AAP*</td>
</tr>
</tbody>
</table>
RESOURCES: **APP 9-10, APP 9-11**

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**APP 9-10: Additional Compensation – One-Time Payments**

Only in specific circumstances is additional compensation allowed for academic appointees. These circumstances are outlined in the salary administration section of the Academic Personnel Manual. A one-time payment is additional compensation provided to an academic appointee for occasional service or activities that fall outside of the appointee’s normal responsibilities. These payments are governed by specific policies and not all additional services/activities are eligible for additional compensation.

Eligible one-time payments are listed below; activities or services that do not fall under the outlined categories will require exceptional approval.

All one-time payment requests must be approved by the Office of Academic Personnel prior to the activity/service taking place and before payments can be processed and paid to the academic appointee.

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**APP 9-11: Processing One-Time Payments**

All one-time payments must be approved by the Office of Academic Personnel prior to the activity/service taking place and before these payments are offered to the academic appointee.

For all intercampus one-time payments, the host campus must notify the home campus of the activity in advance of the activity being performed. The home campus must confirm that the academic appointee is eligible to receive the payment.

**Job Codes and Form Codes for UCPATH Entry:**
- UCPATH 1500: Miscellaneous/Fixed Time
- UCPATH 1000: Honorary
- UCPATH 1200: Temporary/Interim
- UCPATH 1400: Consulting
- UCPATH 1500: Regular Pay
- UCPATH 1600: Regular Pay
- UCPATH 1700: Regular Pay
- UCPATH 1800: Regular Pay

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**Home/Host**

**Forms to Use**

**Process**

<table>
<thead>
<tr>
<th>Name: UCI</th>
<th>Form: UCPATH 1500</th>
</tr>
</thead>
</table>

| Name: Other UC | Form: UCPATH 1800 |

---

**Home/Host**

**Forms to Use**

**Process**

<table>
<thead>
<tr>
<th>Name: UCI</th>
<th>Form: UCPATH 1500</th>
</tr>
</thead>
</table>

| Name: Other UC | Form: UCPATH 1800 |

---

**Home/Host**

**Forms to Use**

**Process**

<table>
<thead>
<tr>
<th>Name: UCI</th>
<th>Form: UCPATH 1500</th>
</tr>
</thead>
</table>

| Name: Other UC | Form: UCPATH 1800 |

---

**Home/Host**

**Forms to Use**

**Process**

<table>
<thead>
<tr>
<th>Name: UCI</th>
<th>Form: UCPATH 1500</th>
</tr>
</thead>
</table>

| Name: Other UC | Form: UCPATH 1800 |
## LET’S REVIEW:

### AP-70

**USE FOR UCI APPOINTEES**

Form must be filled out with complete and accurate information. Host must reach out to the Home to obtain accurate information.

The salary rate should be (X) rate.

Notice the Job Code and Title: use full title including ‘-HCOMP’.

Refer to any limits set by SOM Finance.

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**Notice the Job Code and Earn Code: use your Resources! (APP 9-11)**

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**Make sure this is correct; the AP-70 will auto-populate the ‘Job Code and Description’ and ‘Earn Code’ depending on your selection here.**

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**Please Note:** State funds cannot be used for one-time payments.
Let’s Review:

AP-70

Describe the Award in detail, and how the Award was decided. Note: cannot be ad-hoc; must be an established award and proof must accompany this form.

Do not send forward without this signature, date, and name.
LET’S REVIEW:
AP-70
EVIDENCE OF THE AWARD

Evidence must come forward along with the AP-70 form
Can be an Email, letter, announcement, or other type of evidence which describes the award and/or the announces the winner of the award (or both)
**LET’S REVIEW:**

UPAY 560/644

Use TNS rate (X+X'+Y) here and indicate accurate pay schedule (Monthly or Bi-Weekly)

SOM faculty are paid on a Fiscal Year (FY) schedule; Faculty from other schools at other UC’s may be on a different schedule (e.g. 9/12)

The reasoning here must be complete and must match what is on the Dean’s Memo (e.g. date of event, description, purpose of the event, etc).

Event Date, Name of Symposium, Title/Name of Talk (if any), OR brief description of the Talk.

Form must be filled out with complete and accurate information

Host must reach out to the Home to obtain accurate information

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### Section 1: HOME LOCATION INFORMATION (complete for both MLA and OTP)

<table>
<thead>
<tr>
<th>Home Location</th>
<th>UCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>Jenny Saux</td>
</tr>
<tr>
<td>Job Title(s)</td>
<td>HS. Associate Professor</td>
</tr>
<tr>
<td>Job Code(s)</td>
<td>1733</td>
</tr>
<tr>
<td>Salary</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Primary Pay Schedule</td>
<td>MO BW</td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
</tr>
<tr>
<td>Frequency</td>
<td>DUC_9M</td>
</tr>
</tbody>
</table>

**Job Code and Title:** Use full title including ‘-HCOMP’ (if applicable)

**Note:** For jobs, pay schedule and FLSA status must match across appointments. Please consult with your AP/O Office or Staff HR Office, as appropriate.

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### Section 2: MLA HOST LOCATION INFORMATION (complete only for an ongoing Multi-Location Appointment)

<table>
<thead>
<tr>
<th>Host Location</th>
<th>UCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Department</td>
<td>Medicine</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Primary Pay Schedule</td>
<td>MO BW</td>
</tr>
</tbody>
</table>

**Job Title/Code, Earn Code, Service Dates, Fund Source, etc. must be accurate; use your Resources APP 9-11**

Should be: Lecturer-Misc/Part Time

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### Section 3: OTP HOST LOCATION INFORMATION (complete only for an Interlocation One-Time Payment)

<table>
<thead>
<tr>
<th>Host Department</th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code &amp; Title</td>
<td>001680 - Lecturer-Misc</td>
</tr>
<tr>
<td>Earn Code</td>
<td>HON</td>
</tr>
<tr>
<td>Service Dates</td>
<td>20+2404</td>
</tr>
<tr>
<td>Fund Source</td>
<td>COA or FAU</td>
</tr>
</tbody>
</table>

**One-Time Payment Amount:** $1,000.00

**Fund Source:** COA or FAU

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### Section 4: REASON FOR APPOINTMENT (complete for both MLA and OTP)

Speaker in the CME activity, 16th Annual DHI Symposium, Feb 23-25, 2024. Dr. Saux will speak on February 24, 2024 for a lecture and Q&A.
Since the Host campus initiates the form, the Host Campus will complete the ‘Host Location’ area; make sure all boxes are completed with accurate information, signatures, and dates. Please do not contact the Home Location for signatures.

The ‘Dean’s Office/Academic Personnel or Staff HR (Name)’ boxes are completed by the Dean’s Office or AP Office at either campus; department does not complete these areas.
MULTI-LOCATION APPOINTMENT/INTERLOCATION

Home Location/Department: Location/Department where currently employed.
Host Location: Location/Department where activity is being performed.

FOR BOTH MLA AND OTP, COMPLETE SECTION 1:

Home Location Information: (to be obtained from Home Department/Campus)
Employee Name: Name as entered in Person Org Summary.
Employee ID#: UCPath Employee ID number
Job Code: Job code(s) for home campus's appointment(s)
Home Location Job Title: Employee's title(s) at Home Campus
Step: Step of home appointment (if applicable)
Annual or Hourly Rate: Enter the full-time equivalent salary of home department's primary appointment
Total Job FTE: If employee has multiple jobs, add up all the FTEs of each job and provide the total combined FTE
Primary Pay Schedule: Check MO or BW
FLSA Status: Check Exempt or Non-Exempt. NOTE: if there are questions/conflicts about FLSA status for employees with concurrent jobs, please consult with your AP Office or Staff HR Office, as appropriate.
Frequency: Check appropriate box (UC_9M, UC_10, UC012, or UCFY)

FOR MLA (SELECT IF PAYING ON MORE THAN ONE PAYMENT): SELECT MLA CHECK BOX AND COMPLETE SECTION 2:

Host Location Information: (to be provided by Host Department)
Host Location Temporary or Multi-location appointment title: Enter a valid UCPath title which relates to the job at the host campus
Job Code: Enter a valid UCPath job code which relates to the appointment at the host campus
Step: Enter correct step (if applicable) for host campus appointment
Annual or Hourly Rate: Enter the full-time equivalent salary of host department appointment (If paid hourly, time sheets must be submitted in order for pay to be issued)
Job FTE's: Indicate Job percentage of appointment. NOTE: if the combined total FTE for home and host campus appointments exceeds 100%, please coordinate with appropriate home campus contacts to adjust the FTE, as needed.
Primary Pay Schedule: Check MO or BW
Frequency: Check appropriate box (UC_9M, UC_10, UC012, or UCFY)
Earn Code: Enter valid UCPath earn code
Pay Period Dates: List complete dates of appointment. Must contain both start and end date
Host Location Fund Source to be Charged: Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

FOR OTP (SELECT IF PAYING A ONE-TIME PAYMENT): SELECT OTP CHECK BOX AND COMPLETE SECTION 3:

Host Location Information: (to be provided by Host Department)
Host Location Temporary or Multi-location appointment title: Enter a valid UCPath title which relates to the job at the host campus
Job Code: Enter a valid UCPath job code which relates to the appointment at the host campus
Event Service Dates: Enter start and end date of service for the one-time payment
Payment Amount: Enter amount for one-time payment
Earn Code: Enter valid UCPath earn code
Host Location Fund Source to be Charged: Enter full accounting unit, must be an appropriate FAU/COA for Payroll Expense

FOR BOTH MLA AND OTP, COMPLETE SECTION 4 AND OBTAIN HOME AND HOST LOCATION APPROVALS.

Routing Instructions
1. Host location selects check box for MLA and/or OTP, fills out employee information, and very basic home job information using Person Org Summary that host location has access to. Host location may coordinate with home location to fill out additional details for the Home Location section.
2. Host location fills out Host job information, obtains appropriate approvals, and sends form to Home location's AP Office or Staff HR Office, as appropriate.
3. Home location reviews form, adds approvals to the form and returns to Host location, cc'ing Home Department.
4. Host location initiates a Template Based Hire for concurrent hire, attaching approved form.

PAGE 2 HAS HELPFUL INFORMATION, BUT PLEASE KEEP IN MIND WE HAVE OUR OWN CAMPUS AND SCHOOL PROCEDURES

LET'S REVIEW:
UPAY 560/644
LET'S REVIEW:

MEMO TO DEAN STAMOS

Letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos' signature

The letter is descriptive and includes information pertinent to the request: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, justification for payment, and dated in advance of the event

If you must request payment of Honoraria after the event, then the letter must request an exception
LET’S REVIEW:
MEMO TO
DEAN STAMOS

Letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos’ signature

The letter does not have to be long, however it must include the required elements: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, justification for payment, and dated in advance of the event.
LET’S REVIEW:

EXCEPTIONAL MEMO

Letter is on letterhead, dated, signed by Chair and includes a line for Dean Stamos’ signature

The letter is descriptive and includes relevant information pertinent to the request: Name of Faculty receiving Honoraria, Event dates and details, amount requested to pay, etc.

Includes the word ‘exception’, and the reasoning/justification for the exception
LET’S REVIEW:
EVIDENCE OF THE EVENT

This is evidence that the event will take place (event flyer or advertisement)

Host must attach this document to the UPAY Form along with the memo for Dean Stamos
QUESTIONS?