

# One-time Payments (OTP)

# Agenda

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# Approvals

- All one-time payments for UC academics must be approved by the Office of Academic Personnel prior to the activity taking place.
- Exceptional requests are reviewed on case-by-case basis, taking into consideration academic personnel policy.
- For all intercampus one-time payments, the host campus must notify the home campus of the activity in advance of the activity being performed.

Any requests received after the activity has taken place will be reviewed on a case-by-case basis and may be denied.

# Honoraria

Applicable Policy:  
APM-666

- **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 (see 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



# Honoraria Approval Authority

Honoraria Amount	Approval Authority
Up to \$2,500	Vice Provost
\$2,501 - \$5,000	Vice Provost (requires additional written justification)
\$5,001 or greater	UC Office of the President (requires additional written justification)

# Faculty Consultant

Applicable Policy:  
APM-664

- **Description:**
  - A payment to a faculty member for occasional consultant services on projects, conducted under the auspices of the University, that fall outside the appointees normal academic responsibilities to the University (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.
- **Approval Authority:** Vice Provost for Academic Personnel

# Faculty Consultant

## Compensation

- The compensation is normally paid as a flat negotiated rate, however, the daily amount may not exceed the academic appointee's daily rate plus an additional 30 percent.
- Use the total negotiated annual amount for faculty participating in HSCP or NSTP when calculating the daily rate.
- Calculating daily rate:
  - For Academic Year (AY) appointees: divide appointee's total nine-month salary by 171
  - For Fiscal Year (FY) appointees: divide appointee's total annual salary by 236



# Awards or Prizes

- **Description:**
  - A payment to an academic appointee for winning an award or prize.
  - Award or prize must be a result of a competitive process.
  - Established award programs only; not ad hoc.
- **Eligibility:** All academic appointees
- **Restrictions:** No state general funds
- **Limit:** No maximum amount
- **Approval Authority:** Vice Provost of Academic Personnel
- **Examples:**
  - Winning best poster in a poster presentation
  - Best teaching awards

# Procedures

Home: UCI

Host: UCI

## When the appointee's home and host departments are both at UCI:

1. Host department prepares and completes [AP-70](#) form and sends to their Dean's office.
2. Dean's office sends [AP-70](#) form to the Office of Academic Personnel ([acadpers@uci.edu](mailto:acadpers@uci.edu)).
3. Office of Academic Personnel will reviews and sends form back to host Dean's office.
4. Host department processes transaction in UCPATH.

# Procedures

Host: UCI

Home: Another UC

## When UCI is the Host Campus and Another UC is the Home Campus

1. UCI department completes the [UPAY 644C-T](#) for inter-location one-time payment form.
2. UCI department sends [UPAY 644C-T](#) to their Dean's office
3. Dean's office will send [644C-T](#) to UCI Office of Academic Personnel ([acadpers@uci.edu](mailto:acadpers@uci.edu)).
4. UCI Office of Academic Personnel will review form; if approved, will send to home campus.
5. Home campus completes their section/approval and sends form back to the UCI Office of Academic Personnel.
6. UCI Office of Academic Personnel will send completed form to UCI Dean's office.
7. UCI department will enter transaction in UCPath.

# Procedures

Host: Another UC  
Home: UCI

## When Another UC is the Host Campus and UCI is the Home Campus

1. Host campus completes the [UPAY 644C-T](#) for inter-location one-time payment form.
2. Host campus sends the form to UCI's Office of Academic Personnel for review and approval.
3. UCI Academic Personnel will send completed form to host campus with copy to UCI Dean's office.
4. Host campus will enter transaction in UCPath.

# UC Path Entry

Activity	Job Title	Earn Code
Lecturers and Seminar	001650	HON
Creative works, University sponsored panels/conferences	003999	HON
Faculty Consultant	003700	ACF
Award/Prize	003999	AAP*

- When the work was performed in the academic appointee's home department at UCI, one-time payments may be paid on the academic appointee's existing job under Additional Pay.
  - For represented academics, a concurrent job must be created
- When creating a concurrent job use the details below:
  - Salary Plan: BYA
  - Leave the job compensation blank
  - Enter the amount in additional pay

\*earn code AWD was formally used, now it is used for staff only

# Resources

## Academic Personnel Procedures

The Academic Personnel Procedures manual (APP) contains campus procedures for implementing academic personnel policies. These procedures are intended to support the University of California [Academic Personnel Manual \(APM\)](#), and they must always be used in conjunction with that manual.

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Questions?