

UCSF PAYROLL/PERSONNEL **FOR UCSF EMPLOYEES ONLY**  
**UCSF ONE-TIME PAYROLL PAYMENT AUTHORIZATION - ACADEMIC ONLY**

|               |            |
|---------------|------------|
| EMPLOYEE NAME | DEPARTMENT |
|---------------|------------|

| EMPLOYEE ID | TRAN CODE | BU | FUND  | DEPT ID | PROJECT | FUNC  | FLEXFIELD | SUB | EMP REL | APPT TYPE | D | U | C | TITLE CODE | DESC SERV | BY AGREEMENT AMOUNT | PAY PERIOD ENDING (MM/DD /YY) |
|-------------|-----------|----|-------|---------|---------|-------|-----------|-----|---------|-----------|---|---|---|------------|-----------|---------------------|-------------------------------|
| 1-9         | 10        | 19 | 20-24 | 25-30   | 31-37   | 38-39 | 40-46     | 47  | 81      | 82        | 8 | 3 |   | 50-53      | 54-56     | 57-63               | 71-76                         |
|             | <b>FT</b> |    |       |         |         |       |           |     |         |           |   |   |   |            |           |                     |                               |
|             | <b>FT</b> |    |       |         |         |       |           |     |         |           |   |   |   |            |           |                     |                               |

REASON:

| Payment                    | Route to      | Final Approver        | Keyer                   | Description of Service Codes   |
|----------------------------|---------------|-----------------------|-------------------------|--|
| HON > \$2500               | VPAA          | VPAA                  | Service Center transact | <b>HON = Honorarium (May NOT include additional compensation to cover taxes)</b><br><br><b>BYZ = By Agreement HSCP Clinical Incentive / Bonus</b><br><br><b>BYN = By Agreement – Administrative Role</b><br><br><b>BYK = By Agreement HSCP Miscellaneous</b><br><br><b>FHA = Faculty Housing Allowance (Use title code 3993)</b> |
| HON not exceeding \$2500   | Post -audit   |                       | Service Center transact |  |
| BYZ, BYN, BYK (SOD & SON)  | Dean's Office |                       | Service Center transact |  |
| BYZ*, BYN, BYK (SOM & SOP) | Post-audit    |                       | Service Center transact |  |
| FHA                        | Dean's Office | VPAA (for exceptions) | Service Center transact |  |

**\*BYZ's for Chairs require Dean's Office approval**

|   |               |
|---|---------------|
| SHARED SERVICES CONTACT:  | PHONE/ EMAIL: |
| DEPARTMENT APPROVER/ FUND AUTHORIZER (APPROVING FUND AND ACTIVITY): | DATE:         |
| DEAN'S OFFICE APPROVAL (IF USING DEAN'S OFFICE FUNDS):              | DATE:         |
| VPAA APPROVAL:  | DATE:         |