

UCSC DIVISION OF HUMANITIES
REQUEST FOR PAYMENT OF HONORARIA OR ONE-TIME PAYMENT
FOR UC EMPLOYEES (ANY CAMPUS)

Please provide the following information, answering *all* questions and submit the form and any necessary attachments to the Humanities Academic Human Resources Office as soon as you are aware that a payment needs to be made.

Section 1. Payee Information

Name: _____ Employee ID Number: _____

Home Address

Street: _____

City: _____ State: _____ Zip: _____

Section 2. Employment Information

Is Payee currently employed by University of California?* Yes No

If yes, please complete the following:

Campus: _____

Department: _____

Current payroll title: _____

Step: _____ Percent of time: _____ % Annual salary rate: _____

Appointment: 9 month 10 month 11 month

Termination date (if applicable): _____

Section 3. Event Details

Date(s) of event: ___/___/___ to ___/___/___ Sponsoring Agency: _____

Title of event: _____

Description of work to be performed: _____

FOAPAL: _____ Amount of honoraria: _____

Payee Signature: _____ Date: _____

Approved by: _____ Date: _____

Chairperson/Principal Investigator

Copy: Department/Principal Investigator retains

*University of California employees will receive payment in the next regular payroll check after all processing has been completed and will be processed in the same way as the normal paycheck. Intercampus payments typically take longer than UCSC payments.