Incoming Interlocation Memo

Top Section: Complete all fields

Employee Name:	
Transferred From:	**UC**
OEU completed by:	
	(HR/Payroll Rep name)
DCD and attachments to Payroll:	
	(must be the same as "Updated on-Line" date)

Bottom Section: Check off as appropriate

Attach to the back of this DCD and check off:

Form	Yes	No
Documentation from other UC (e.g.: IAPP, IGEN, IPER, etc...)		
Hire IDOC		
W-4 (if completed)		
Direct Deposit Form (if completed)		
Oath/Patent (if completed)		
Beli (if completed)		
I-9 and accompanying documentation (if completed)		
Other Campus Contact Name:		
Other Campus Contact Phone Number:		
Other Campus Contact Email:		

Updated On-line Stamp:

Submit to:
   Attention: Payroll Office -
           Interlocation Transfer Desk
   Mailstop: Accounting Office

Due to Payroll on the FIRST DAY OF THE CLOSED PERIOD (Column 9 on Payroll Deadline Schedule)