DUAL EMPLOYMENT PROCESS FLOW

YOUR GUIDE TO THE DUAL EMPLOYMENT PROCESS FLOW AT NORTH CAROLINA CENTRAL UNIVERSITY



"Truth and Service"

GUIDELINES AND FORMS DOCUMENTATION DEVELOPED BY: NORTH CAROLINA CENTRAL UNIVERSITY

Department of Human Resources 1801 Fayetteville Street Hubbard-Totton Building P.O. Box 19714 Durham, NC 27707 (919) 530-6334 – Office (919) 530-6670 – Fax

TABLE OF CONTENTS

SECTION ONE ·	BORROWING AGENCY RESP	ONSIBILITY Page 1
----------------------	-----------------------	-------------------

SECTION TWO ~ PARENT AGENCY RESPONSIBILITY...... Page 6

SECTION THREE ~ DUAL EMPLOYMENT HIRING PROPOSAL Page 8

North Carolina Central University | Dual Employment Process Flow - Final: 052920177

SECTION ONE BORROWING AGENCY RESPONSIBILITY

I. Department Head/Hiring Manager/Designee

- A. Provide Dual Employment Hiring Proposal/Agency Agreement to employee for Parent Agency approval.
 - 1. Parent Agency Required signatures: Employee, Immediate Supervisor/Division Director
 - 2. Parent Agency Budget Department provides payee and Cash Management Control System (CMCS) transfer information
 - 3. Parent Agency Human Resources verifies/approves employee eligibility to work a dual employment assignment
 - 4. Complete Section One of the CP30 Form for each dual employee
 - i. Name of Agency
 - ii. Name of Borrowed Employee
 - iii. Name and Location of Work Performed
 - iv. Dates Worked
 - v. Rate & Time Appropriate
 - vi. Agency Code for payment via CMCS transfer
 - vii. Signature of Contracting Agency Official/Department/Division Head
- B. Upon receipt of the completed Section I of the Dual Employment Hiring Proposal/Agency Agreement form by the Parent Agency:
 - 1. Complete Section II: Borrowing Agency Information
 - 2. Prepare one CP30 Form for each month payment is due within contract period.

North Carolina Central University | Dual Employment Process Flow - Final: 052920177

C. The hiring department will forward the completed Dual Employment Hiring Proposal/Agency Agreement and Form CP30 copies to the Department of Human Resources (HR) for approval.

II. Human Resources Responsibility

- A. Upon receipt of the completed Dual Employment Hiring Proposal/Agency Agreement and Form CP30, Human Resources will review the agreement and the employee's eligibility to receive dual employment payments.
 - 1. Academic Resource Management Office (ARMO) HR representative will review and approve Dual Employment Agreement for all faculty and clinical related dual employment assignments and forward to Payroll for processing.
 - 2. Human Resources designee will review and approve Dual Employment Hiring Proposal/Agency Agreement for all non-faculty dual employment assignments and forward to Payroll for processing.

III. Payroll Office Responsibility

- A. Payroll Office will file completed CP30 Forms for the preparation of dual employment monthly check requests in the Dual Employment binder by month due.
 - 1. Check requests will be prepared no later than the 5th working day of each month for CMCS transfer payments to ensure transfer to parent agency by the 12th of each month for inclusion on dual employee monthly pay.
 - 2. Payroll will mail/email the required CP30 forms to parent agency for distribution of pay.
 - 3. ARMO Human Resources representative will maintain the Dual Employment Hiring Proposal/Agency Agreement for all faculty in the appropriate employee personnel file.
 - 4. Human Resource Services will maintain the Dual Employment Hiring Proposal/Agency Agreement for all non-faculty in the appropriate employee personnel file.
 - 5. Payroll will maintain copies of all paid CP30 forms in the Dual Employment Binder.

SECTION TWO PARENT AGENCY RESPONSIBILITY

I. Parent Agency Responsibility – North Carolina Central University

Upon the request for a dual employment assignment, the parent agency must determine the eligibility of their employee to receive dual employment payments and approve the Dual Employment Agreement for further processing. The parent agency is required to receive dual employment payments on behalf of the borrowed employee and process the dual employment payment on the employee's regular pay cycle.

II. Employee

- A. Upon the offer of a dual employment assignment, the employee is responsible for initiating the approval process with their home agency.
 - 1. They must be provided with the Dual Employment Agreement by the Borrowing Agency to obtain approval of immediate supervisor or division head to enter into Dual Employment assignment.

IV. Immediate Supervisor/Department Head

- A. Ensure that the dual employment agreement is signed by the employee requesting the dual employment assignment and provide their approval for the employee to work requested assignment.
- B. Department head should forward the signed Dual Employment Agreement to the Human Resource and/or Budget department for approval and verification of employee's eligibility to enter into a dual employment assignment.
- C. The parent agency budget office will determine eligibility of available funding for the term of the contract and provide the Agency payment information
 - 1. Name and address of state agency receiving dual employment payments
 - 2. Agency Code for CMCS payment transfers

V. Finance and Administration: Budget Office/Director of Disbursement

Upon receipt of a CMCS transfer, the Director of Disbursements will obtain Budget Office approval to release CMCS funds.

- A. Budget Office will approve the disbursement.
- B. The Direct of Disbursements will contact the employee and supervisor to sign Section Two of the CP30 to certify the completion of the assignment.
- C. Director of Disbursements will prepare the Dual Employment Payroll Transmittal and provide the certified CP30 and supporting backup to the Payroll Office for processing on the monthly payroll cycle.
- D. <u>NOTE:</u> Some Dual Employment contracts are paid in full for the entire length of the contract. The Direct of Disbursements or their designee will provide monthly documentation to the Payroll Office for inclusion in the dual employee's monthly pay.

V. Payroll Office

Upon receipt of Dual Employment Payroll Transmittal, record the Salary for Services to the dual employee's monthly pay using Earn Code 620-Dual Employment.

SECTION THREE DUAL EMPLOYMENT HIRING PROPOSAL/AGENCY AGREEMENT

PROPOSAL/AGENCY AGREEMENT FORM IN DEVELOPMENT

DUAL EMPLOYMENT HIRING PROPOSAL / AGENCY AGREEMENT

North Carolina Central University ~ Department of Human Resources

APPROVAL BY THE DEPARTMENT OF HUMAN RESOURCES IS REQUIRED IN ADVANCE OF DUAL EMPLOYMENT

As an employee of the parent agency, , I understand that services performed for another State Agency are subject to the Dual Employment Policy. The procedures specify that "all payments for services must be made by the borrowing agency, of the employee borrowed and not to the employee". I also understand that the purpose for this procedure is the reporting of Social Security and Retirement Contributions.

SECTION I: PARENT AGENCY INFORMATION

Employee Name			 Banner ID		
Position Title			 Position Number		
Employee Type: 🔲 Full-time	EE Group:	EHRA			
☐ Part-time	E	SHRA	Employee Status		
FLSA Classification	Hours Per Week		 Overtime Eligible		
Agency Name			 Payment Contact		
Agency Address			 Agency Code	Agency Subhead	Retirement Code
Will the work performed create a conflict of interest? Yes No (If yes, provide explanation below.)					

SECTION II: BORROWING AGENCY INFORMATION

Banner ID:					
Position Title			Position Number		
Requesting Depart	ment		Assignment Title		
Contract Period			Work Schedule		
Assignment Begin	Date		Assignment End Date		
Total Compensatio	n Offered		Frequency	Number of	Payments
Description of Work:					
		AGENC	Y FUNDING		
		Percent indicates the amou	int to be funded by each Ager	псу.	
	Parent Agency	Borrowing Agency		Parent Agency	Borrowing Agency
Benefits	%	%	Overtime Eligible	🗌 Yes 🗌 No	🗌 Yes 🗌 No
Retirement	%	%	Leave Accrual Eligible	🗌 Yes 🗌 No	🗌 Yes 🗌 No

North Carolina Central University | Dual Employment Hiring Proposal/Agency Agreement Form: 6-12-2017

DUAL EMPLOYMENT HIRING PROPOSAL / AGENCY AGREEMENT

North Carolina Central University ~ Department of Human Resources

Workers' Compensation – When an employee who holds two separate state agency jobs is injured in one of them, the employee's Workers' Compensation entitlement are based only upon the average weekly wages earned in the employment producing the injury. (GS 97-2). Over 40 hours paid – weighted average.

TO BE COMPLETED BY BORROWING AGENCY

Analysis Of Payment To Parent Agency (Fill in as Applicable)

Total Salary for Services	\$
Travel and Subsistence	\$
Gross Pay Due To Employee	\$
Matching Retirement	\$
Matching Social Security – 7.65%	\$
Total Payment Due To Parent Agency	\$

NOTE: The Borrowing Agency is assuming liability for accuracy and statutory compliance for travel and subsistence.

SECTION III: EMPLOYEE CERTIFICATION

I have read, or had read and explained to me, the policy governing Dual Employment. The Dual Employment I have requested is within the regulation of the Dual Employment Policy and does not constitute either a direct or indirect conflict of interest with my department, . Employment will not affect my regular job performance. I understand that failure on my part to comply with the Dual Employment Policy will constitute a violation and subject me to disciplinary action, up to and including, dismissal.

Employee Signature

Employee Name

SECTION IV: AGENCY APPROVAL

Recommended By:	
	Parent Agency Immediate Supervisor or Department Head
Approved By:	
	Parent Agency Official – Human Resources/Designee
Budget Parent Agency:	
J J J J	Parent Agency Budget Officer/Designee
Recommended By:	
Recommended by:	Borrowing Agency – Hiring Manager Department Head/Provost
Approved By:	Borrowing Agency Human Resources Official/ARMO Designee
Budget Borrowing Agency:	
	Borrowing Agency Budget Officer/Designee

North Carolina Central University | Dual Employment Hiring Proposal/Agency Agreement Form: 6-12-2017