

Dual Employment Instructions for Borrowed Employees

Step 1

- Email the school that currently employs the borrowing Employee to ask the following questions ([Contact List](#)):
 - Is the Borrowing Employee a Full-time State Employee that receives benefits?
 - Is the Borrowing Employee a US Citizen? (Tax Compliance purposes)
 - Ask them to copy the current supervisor on the email so you can obtain supervisor approval for the work they will complete for Appalachian State University.

Step 2

Please use this link to provide HR with the Dual Employment information that we will need to review and approve this transaction and to make sure that nothing else will be needed.

- https://docs.google.com/forms/d/e/1FAIpQLSfXBcYzla_J2eoetx0xgESN0VVGfwd8-9SuwClafK_NJ_nn9w/viewform?usp=sf_link
 - Complete the highlighted section one part of the CP30 Dual Employment Certification Form (Form is the 2nd page)
 - Make sure the completed CP30 form has all signatures from your area (Chair and Dean)
 - Include all of the emails/communications with the Parent agency with the form
- You will receive notification back from HR whether this is approved or if additional information is needed.

Step 3

- Once the services are completed: Payments are made to the school by the NCFS Cash Transfer System. Procedures and links can be found on the [Controller's Website](#)

NCFS Cash Transfers (New)

- [\(DocuSign Form\)](#)
- [\(Procedures\)](#)
- [Division Code for Transfer](#)

Dual Employment Certification Form Appalachian State University

REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE FOR WORK PERFORMED FOR ANOTHER STATE AGENCY

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP 30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to his payroll clerk as authorization to pay the borrowed employee his additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

<u>CERTIFICATION BY BORROWING AGENCY</u>	Analysis of Payment to Parent Agency (Fill in as Applicable)
<p>S _____</p> <p>E Appalachian State University _____</p> <p>C _____</p> <p>T _____</p> <p>I _____</p> <p>O _____</p> <p>N _____</p> <p>O _____</p> <p>N _____</p> <p>E _____</p>	<p>Salary for Services..... _____</p> <p>*Travel..... <u>N/A</u></p> <p>*Subsistence..... <u>N/A</u></p> <p>Gross due Employee..... _____</p> <p>Matching Retirement..... <u>N/A</u></p> <p>Matching Social Security (@ 7.65%).. _____</p> <p>Indirect Expense..... _____</p> <p>Direct Cost..... _____</p> <p>Total Payment Due Parent Agency..... _____</p> <p>* Borrowing agency is assuming liability for accuracy and statutory compliance for these items.</p>
<p>Name of Agency _____</p> <p>Name of Employee _____</p> <p>Nature & Location of Work Performed _____</p> <p>Dates Worked _____</p> <p>Rate & Time, if Appropriated</p> <p style="text-align: center;">_____ 719400 _____</p> <p>Fund # (6 digits) Account #</p> <p>_____</p> <p>Signature of Department Head _____</p> <p>_____</p> <p>Signature of College Dean _____</p> <p>_____</p> <p>Signature of Vice Chancellor (if applicable) _____</p> <p>_____</p> <p>Special Funds approval (if applicable) _____</p>	

<u>CERTIFICATION BY PARENT AGENCY</u>	
<p>S _____</p> <p>E _____</p> <p>C _____</p> <p>T _____</p> <p>I _____</p> <p>O _____</p> <p>N _____</p> <p>T _____</p> <p>W _____</p> <p>O _____</p>	<p>We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for his/her services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment."</p> <p>_____</p> <p>Employee</p> <p>_____</p> <p>Immediate Supervisor</p> <p>_____</p> <p>Department Head</p>
<p>Name of Agency _____</p> <p>Name of Employee _____</p> <p>Classification, Rank or Title _____</p> <p>Position Number Social Security Number</p> <p>_____</p> <p>Agency Code Subhead Code Retirement Code</p> <p>_____</p> <p>I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$_____ in addition to regular salary.</p> <p>(This is for Payroll purposes and should not include travel and subsistence.)</p> <p>_____</p> <p>Budget Officer (Parent Agency)</p>	