1. **Purpose/Introduction**

   It is the borrowing agency's responsibility to secure prior approval from the parent agency for the services of an employee.

2. **Definitions**

   The term “dual employment” refers to the situation where a specifically identified State employee performs services for a State agency other than his or her parent agency with the specific approval of the borrowing and the parent agencies. 

   The State department, agency, or institution having control over the services of the employee and from which the employee receives his regular paycheck is the **parent agency**. 

   The State department, agency or institution seeking on a temporary or part-time basis the services of an employee of another State agency is the **borrowing agency**.

3. **Procedural Steps**

   After the services have been rendered, the borrowing department originates a Dual Employment Certification Form, [CP-30](docx), indicating the source of funds for the agreement, and transmits the completed form to the University Budget Office.

   Section one, Certification by Borrowing Agency, and Analysis of Payment to Parent Agency, is also to be completed and submitted to the University Budget Office.

   A voucher is then prepared by the Budget Office payable to the State Agency that is the Parent Agency.
of the borrowed employee for the amount agreed upon on the CP-30 form plus social security. The check for services plus the CP-30 form is then sent to the Parent Agency who puts the borrowed employee on the payroll for the supplemental pay. The Parent Agency then fills in the Parent Agency section of the CP-30 form and returns a properly signed copy to the Borrowing Agency. Instructions on completing the CP-30 form as a borrowing agency are set forth in section 4 below.

The completed CP-30 form received from the Borrowing Agency, plus the payment, are sent to the University Budget Office for processing. The check is deposited into the University accounts.

Once signed, the CP-30 form (all copies) is returned to the University Budget Office. That office prepares the necessary payroll document for supplemental pay or ensures that reimbursable payments are applied to the proper financial fund and account. This action is based on information provided by the Parent department.

The CP-30 form is forwarded to the Parent department for the signature of the employee and his immediate supervisor and the completion of Section Two of the form.

The University Budget Office then prepares the necessary budget revisions (Form BD-606) and submits them to the Office of State Budget and Management to appropriately revise the departmental budget.

Instructions on completing the CP-30 form as a Parent agency are set forth in section 4 below.


The Dual Employment Certification Form, CP-30 (docx), may be obtained online from the University Budget Office or call 336-334-5641.

1. Borrowing Agency (Section One)
   a. Name of Agency - Enter the name of the department requesting the services.
   b. Name of Employee - Enter the first name, middle initial, and last name of the employee whose services are requested.
   c. Nature and Location of Work Provided - Describe the type of work performed and where.
   d. Dates Worked - Enter inclusive dates of services.
   e. Rate and Time if Appropriate - Enter the period and rate of pay if applicable. Note that the amounts in the "Analysis of Payment to Parent Agency" section are fixed, even if the exact payment cannot be computed from the rates and time periods given.
   f. Agency Code and Subhead - Enter the departmental project (Banner account) and Fund from which dollars will be funded. Indicate the position number being utilized if applicable.
   g. Signature of Contracting Agency Official - Signed by the department head of the borrowing department.
   h. Analysis of Payment to Parent Agency - Include the salary for services and applicable employer's share of social security / FICA tax without consideration of employee's cumulative earnings to date. Also, include employer's share of retirement contribution if applicable. Do not include travel, subsistence, indirect expense, or direct cost unless approval is obtained from the University Budget Office.
2. Parent Agency (Section Two)
   a. Name of Agency - Enter the name of the department to which the employee is assigned.
   b. Name of Employee - Enter the name of the employee to whom this form pertains.
   c. Classification, Rank or Title - Enter the classification, rank, and/or title of the subject employee.
   d. Position Number- Enter the budgeted position number of the subject employee.
   e. Social Security Number - Enter the social security number of the subject employee.
   f. Agency Code - Enter the departmental project (Banner account).
   g. Subhead Code - Enter the departmental Fund.
   h. Retirement Code - Leave blank.
   i. Gross Salary Amount - Enter the amount of salary for services that the employee is to be paid in addition to his regular salary. This should match the salary for services from the Borrowing Agency Section One.
   j. Budget Officer (Parent Agency) - Signed by the budget officer from the Parent Agency.
   k. Employee - Signed by the subject employee.
   l. Immediate Supervisor - Signed by the employee’s immediate supervisor. If the immediate supervisor is also the department head, then he/she needs to sign both lines.
   m. Department Head - Signed by the head of the department to which the employee is assigned. If the immediate supervisor is also the department head, then he/she needs to sign both lines.
   n. Dean - Signed by the Dean of the department to which the employee is assigned (when applicable). If the immediate supervisor is also the Dean, then he/she needs to sign both lines.

5. Revision Table

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<th>Revision #</th>
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<th>Summary of Changes</th>
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