

Dual Employment Process

PURPOSE: To provide a systematic process by which management of two agencies can ensure compliance with state and federal employment regulations and provide a method of payment for services performed by the employee.

Note: The Parent Agency is usually considered the Primary for initial employment.

Beacon to Beacon (HHS to COR)

Order of Steps for the Process	Responsible Party	Responsibility Task
		Request/Approval
1	Borrowing Agency	<ul style="list-style-type: none"> • Post, recruit, interview and offer vacant position.
2	Employee	<ul style="list-style-type: none"> • Advise supervisor that they have been offered an opportunity to perform dual employment by email or written request. • Notify Borrowing Agency of acceptance if approved by Parent Agency.
3	Borrowing Agency	<ul style="list-style-type: none"> • Contact Parent Agency to agree on rate of pay, benefits, etc. • Complete Borrowing Agency information on Dual Employment Agreement • Forward signed Dual Employment Agreement to Parent Agency.
4	Parent Supervisor/ Division Director	<ul style="list-style-type: none"> • Review and discuss Dual Employment Agreement with employee. Make recommendation for approval. • Complete Parent Agency information on Dual Employment Agreement. • Determine responsibility for the cost and management of the following: <ul style="list-style-type: none"> • Benefits / Retirement • Workers' Compensation • Overtime • Leave Accrual • Work Schedule
5	Parent Agency HR & Parent Budget Officer	<ul style="list-style-type: none"> • Approve or disapprove Dual Employment Agreement and return to Division HR.
6	Parent Division HR	<ul style="list-style-type: none"> • Make a copy of the Dual Employment Agreement for the employee, personnel file and Borrowing Agency HR. • Forward original Dual Employment Agreement to Borrowing Agency HR and copy to Shared Services.

Order of Steps for the Process	Responsible Party	Responsibility Task
		Processing Request
7	Shared Services (SS)	<ul style="list-style-type: none"> • Review Dual Employment Agreement and appropriate forms for completeness. • OM - places employee as a holder on the second position and enters the allocation of percentage in the weighting field on IT1001). • PA – creates IT0554 and enters employee salary and cost assignment. Copy IT0007 to change work schedule to reflect dual employment. • Benefits – determine if employee is eligible for benefits, update program groupings on (IT0171). Enroll employee in retirement, if applicable. Create Adjustment Reason NWEL, (IT0378). Notify agency to provide benefit orientation. Employee will enroll through ESS or send enrollment forms to BEST. • Time – receives a signed paper timesheet from the Borrowing Agency HR and SS enters in SAP. Additional hours entered using the Temp Solution Time profile. Assign hours to a position on IT0554. • Payroll – employee receives pay on their normal pay day. <p>Note: If there is no position, Payroll creates IT0015, Wage Type 1572 or 1573. Example: Working at the State Fair</p>
		On-going
8	Agency HR & Shared Services	<ul style="list-style-type: none"> • Review Monitoring Report for Actions on Dual Employment Employee
9	Shared Services	<ul style="list-style-type: none"> • Prepare Actions as required on all Dual Employment employees.

**Beacon Employee Performing Dual Employment at Non-Beacon Agency
(ENR to NCSU)**

Order of Steps for the Process	Responsible Party	Responsibility Task
	REQUEST	
1	Borrowing Agency	<ul style="list-style-type: none"> • Post, recruit, interview and offer vacant position.
2	Employee	<ul style="list-style-type: none"> • Advise supervisor that they have been offered an opportunity to perform dual employment by email or written request. • Notify Borrowing Agency of acceptance if approved by Parent Agency.
3	Borrowing Agency	<ul style="list-style-type: none"> • Contact Parent Agency to agree on rate of pay, benefits, etc. • Complete Borrowing Agency information on Dual Employment Agreement. • Forward signed Dual Employment Agreement to Parent Agency.
4	Parent Supervisor / Division Director	<ul style="list-style-type: none"> • Review and discuss Dual Employment Agreement with employee. Make recommendation for approval. • Complete Parent Agency information on Dual Employment Agreement. • Determine responsibility for the cost and management of the following: <ul style="list-style-type: none"> • Benefits / Retirement • Workers' Compensation • Overtime • Leave Accrual • Work Schedule
5	Parent Agency HR & Parent Budget Officer	<ul style="list-style-type: none"> • Approve or disapprove Dual Employment Agreement and return to Division HR.
6	Parent Agency Division HR	<ul style="list-style-type: none"> • Make a copy of the Dual Employment Agreement for the employee, personnel file and Borrowing Agency HR. • Forward original Dual Employment Agreement to Borrowing Agency HR and a copy to Shared Services.
7	Shared Services	<ul style="list-style-type: none"> • Review Dual Employment Agreement and appropriate forms for eligibility of Benefits/Retirement, Leave Accrual, etc. • Benefits – determine if employee is eligible for benefits, update program groupings on (IT0171). Enroll employee in retirement, if applicable. Create Adjustment Reason NWEL, (IT0378). Notify agency to provide benefit orientation. Employee will enroll through ESS or send enrollment forms to BEST. • PA – copy (IT0007) to change work schedule to reflect dual employment. Switch to positive time. • Time – adjust leave accrual and usage based on the standards expressed on the Dual Employment Agreement signed by the employee and both Agencies.
8	Borrowing Agency Accounts Payable	<ul style="list-style-type: none"> • Forward copy of approved paper timesheet to Parent Agency and Budget. • Prepare check and forward to Parent Agency.

Order of Steps for the Process	Responsible Party	Responsibility Task
9	Parent Agency Budget	<ul style="list-style-type: none"> • Deposit check into appropriate account. • Notify Shared Services funds deposited - pay the employee. • Forward approved paper timesheet to Shared Services for time entry.
10	Shared Services	<ul style="list-style-type: none"> • Time - Enter time from copy of approved borrowing agency timesheet. • Payroll - Process the additional salary on IT0015 Additional Payments with the employee's regular pay. Employee will receive one check on their normal payday.

**Non-Beacon to Beacon
(NCSU to ENR)**

Order of Steps for the Process	Responsible Party	Responsibility Task
	REQUEST	
1	Borrowing Agency	<ul style="list-style-type: none"> • Post, recruit, interview and offer vacant position.
2	Employee	<ul style="list-style-type: none"> • Advise supervisor that they have been offered an opportunity to perform dual employment by email or written request. • Notify Borrowing Agency of acceptance if approved by Parent Agency.
3	Borrowing Agency	<ul style="list-style-type: none"> • Contact Parent Agency to agree on rate of pay, benefits, etc. • Complete Borrowing Agency information on Dual Employment Agreement. • Forward signed Dual Employment Agreement to Parent Agency.
4	Parent Supervisor / Division Director	<ul style="list-style-type: none"> • Review and discuss Dual Employment Agreement with employee. Make recommendation for approval. • Complete Dual Employment Agreement • Determine responsibility for the following if applicable: <ul style="list-style-type: none"> • Benefits / Retirement • Workers' Compensation • Overtime • Leave Accrual • Work Schedule
5	Parent Agency HR & Parent Budget Officer	<ul style="list-style-type: none"> • Approve or disapprove Dual Employment Agreement and return to Division HR.
6	Parent Division HR	<ul style="list-style-type: none"> • Make a copy of the Dual Employment Agreement for the employee, personnel file and Borrowing Agency HR. • Forward original Dual Employment Agreement to Borrowing Agency Accounts Payable and Agency HR.
7	Borrowing Agency HR	<ul style="list-style-type: none"> • PA – process Quick Entry action (This allows position not to be vacant and to track time.)
8	Borrowing Agent Supervisor	<ul style="list-style-type: none"> • Approves ESS time entry. • Forwards paper copy to Accounts Payable.
9	Borrowing Agency Accounts Payable	<ul style="list-style-type: none"> • Prepare check and forward to Parent Agency.
10	Parent Agency Budget	<ul style="list-style-type: none"> • Deposit check into appropriate account. • Notify Payroll funds have been deposited and provide a copy of the Dual Employment Agreement to Payroll.
11	Parent Agency Payroll	<ul style="list-style-type: none"> • Process the additional salary with the employee's regular pay. Employee will receive one check on their normal payday.

**Non-Beacon to Non-Beacon
(NCSU to UNC)**

Order of Steps for the Process	Responsible Party	Responsibility Task
	REQUEST	
1	Borrowing Agency	<ul style="list-style-type: none"> • Post, recruit, interview and offer vacant position.
2	Employee	<ul style="list-style-type: none"> • Advise supervisor that they have been offered an opportunity to perform dual employment by email or written request. • Notify Borrowing Agency of acceptance if approved by Parent Agency.
3	Borrowing Agency	<ul style="list-style-type: none"> • Contact Parent Agency to agree on rate of pay, benefits, etc. • Complete Borrowing Agency information on Dual Employment form • Forward signed Dual Employment Agreement to Parent Agency.
4	Parent Supervisor / Division Director	<ul style="list-style-type: none"> • Review and discuss Dual Employment Agreement with employee. Make recommendation for approval. • Complete Parent Agency information on Dual Employment Agreement. • Determine responsibility for the cost of the following if applicable: <ul style="list-style-type: none"> • Benefits / Retirement • Workers' Compensation • Overtime • Leave Accrual • Work Schedule
5	Parent Agency HR & Parent Budget Officer	<ul style="list-style-type: none"> • Approve or disapprove Dual Employment Agreement and return to Division HR.
6	Parent Division HR	<ul style="list-style-type: none"> • Make a copy of the Dual Employment Agreement for the employee and personnel file. • Forward original to Borrowing Agency Accounts Payable and HR.
8	Borrowing Agent Supervisor	<ul style="list-style-type: none"> • Approves Time Sheet. • Forwards paper copy to Accounts Payable.
9	Borrowing Agency Accounts Payable	<ul style="list-style-type: none"> • Prepare check and forward to Parent HR Agency
10	Parent Agency Budget	<ul style="list-style-type: none"> • Deposit check into appropriate account. • Notify Payroll funds have been deposited and provide a copy of the Dual Employment Agreement to Payroll.
11	Parent Agency Payroll	<ul style="list-style-type: none"> • Process the additional salary with the employee's regular pay. Employee will receive one check on their normal payday.