REQUEST FOR DUAL EMPLOYMENT
(This form must be completed and signed before work has begun.)

Dual employment assignment shall not interfere with the employee’s primary job duties. In order to be paid, this additional work must clearly be outside the employee’s normal duties and responsibilities. Rate of pay will be determined by the classification of the position as certified by Human Resources. Requested dual employment is necessary to the proper functioning of the University and is not in violation of the Code of Ethics, the Administrative Code of 1929, or the State Adverse Interest Act.

In most cases, payment will be made following completion of work. If other payment schedule is requested, please attach an explanation.

Employee’s Name: ____________________________ Personnel ID Number: ____________________________

Description of Dual Employment Duties: ____________________________________________________________

Dates of Dual Employment: Begin- ______ End- ______ Total Hours Worked- ______

If Grant, Please Provide: Fund Center- ______________________________________________________________

Employee Signature ____________________________ Date ______________

Signature of Supervisor ____________________________ Date ______________

Signature of Dean/Director ____________________________ Date ______________

Signature of Human Resources ____________________________ Date ______________

Classification: ____________________ Rate of Pay: ____________________ Total Payment: ____________________________

Signature of Vice President/President ____________________________ Date ______________

Reviewed By: Vice President for Finance & Administrative Affairs ____________________________ Date ______________

In signing below, I certify that payment should be made for the work completed as described above, and the dual employment has not interfered with the employee’s normal duties.

__________________________________________________________ Date ______________

Signature of Supervisor

SEND COMPLETED FORM TO THE HUMAN RESOURCES OFFICE FOR PAYMENT