

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)
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; letter-spacing: 0.5em;">S E C T I O N O N E</div> <div style="width: 90%;"> <hr/>Name of Agency <hr/>Name of Employee <hr/>Nature & Location of Work Performed <hr/>Dates Worked <hr/>Rate & Time, if Appropriated <div style="display: flex; justify-content: space-between; margin-left: 50px;"> 719400 </div> <hr/>Fund # (6 digits) Account # <hr/>Signature of Department Head <hr/>Signature of College Dean <hr/>Signature of Vice Chancellor (if applicable) <hr/>Special Funds approval (if applicable) </div> </div>	<hr/> Salary for Services..... <hr/> *Travel..... N/A <hr/> *Subsistence..... N/A <hr/> Gross due Employee..... <hr/> Matching Retirement..... N/A <hr/> Matching Social Security (@ 7.65%).. <hr/> Indirect Expense..... <hr/> Direct Cost..... <hr/> Total Payment Due Parent Agency..... <p style="font-size: small;">* Borrowing agency is assuming liability for accuracy and statutory compliance for these items.</p>

<u>CERTIFICATION BY PARENT AGENCY</u>	
<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; letter-spacing: 0.5em;">S E C T I O N T W O</div> <div style="width: 90%;"> <hr/>Name of Agency <hr/>Name of Employee <hr/>Classification, Rank or Title <div style="display: flex; justify-content: space-between; margin-left: 50px;"> Position Number Social Security Number </div> <hr/>Agency Code Subhead Code Retirement Code <hr/> <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> <hr/>Budget Officer (Parent Agency) </div> </div>	<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> <hr/> Employee <hr/> Immediate Supervisor <hr/> Department Head