UWG Dual Appointment Procedures

The following is instructions on the process for Dual Employment. Dual Employment is referred to in the 'University System of Georgia (USG) Human Resources Administrative Practice Manual' on Classification, Compensation, and Payroll as “the employment of staff, faculty, and students at two or more institutions within the University System of Georgia (USG) during the same period of time is a recognized method of keeping costs to a minimum and maximizing resource utilization across the USG.” The overview, definitions, and flow charts below will help clarify the Dual Employment Process. The following information is in accordance with and abides by the University System of Georgia policy on Dual Appointment.

Contents

Terms and Definitions ........................................................................................................................................... 2
  Budget Amendment (BA) ................................................................................................................................. 2
  Digital ID ......................................................................................................................................................... 2
  Dual Appointment ............................................................................................................................................. 2
    a. Full-Time Equivalent Dual Appointment ................................................................................................. 2
    b. More than Full-Time Equivalent Dual Appointment ............................................................................. 3
    c. Part Time and/or Temporary Employees ............................................................................................... 3
  Dual Appointment Agreement (DAA) ............................................................................................................... 3
  Dual Appointment Coordinator (DAC) ............................................................................................................ 3
    1. Home Institution Dual Appointment Coordinator (HI DAC) ................................................................. 3
    2. Home Institution Dual Appointment Coordinator (RI DAC) .................................................................. 3
  Employee ......................................................................................................................................................... 3
  Faculty Contract Amendment (FCA) ............................................................................................................... 3
  Home Institution (HI) ....................................................................................................................................... 3
  Requesting Institution (RI) ............................................................................................................................. 3
  Temporary Administrative Contract Amendment .......................................................................................... 4
  Dual Appointment Process ............................................................................................................................. 4
    First Step - Section A .................................................................................................................................... 4
    Second Step - Sections B, C, and D ................................................................................................................ 5
    Third Step - Section E .................................................................................................................................... 9
    Section F ....................................................................................................................................................... 10
  Appendix A – Part Time Compliance Statement .......................................................................................... 10
  Appendix B – Dual Appointment Delayed Agreement Execution Justification ........................................... 11
The following are terms used throughout the Dual Appointment procedures. Screenshots and instructions explaining the process begin on page 4. Links for the forms are provided.

Terms and Definitions

Budget Amendment (BA)
A Budget Amendment (BA) sets up funding for payment to the employee or reimbursement to the Home Institution (HI), depending on the agreement. The BA is submitted along with the Faculty Contract Amendment (FCA) for faculty, or Temporary Administrative Contract Amendment for staff, as well as a copy of the completed Dual Appointment Agreement (DAA).

Digital ID
A feature of Adobe Acrobat X Professional, a digital ID is used to validate signatures and encrypt documents. A digital ID is required in order to be able to electronically sign the Dual Appointment Agreement. Electronic signatures are preferably to printing the form to sign, which delays the approval process. Need help creating a digital ID? Click here for instructions.

Dual Appointment
Dual Appointment is defined as any service performed within the University System of Georgia by an employee whose Home Institution is any other USG institution. Examples of Dual Appointments are:

a. Full-Time Equivalent Dual Appointment
   Employee is shared by two or more institutions on an ongoing basis (semester or specified term) and work commitment equals one FTE. The institutions share associated costs.
b. More than Full-Time Equivalent Dual Appointment

*Full Time 12-month Employees*
  i. Employee is working full time for Home Institution and working outside normal business hours for a Requesting Institution; or
  ii. Employee takes annual leave from Home Institution position to work at Requesting Institution during normal business hours; or
  iii. Combination of both i. and ii.

*Full Time 10-month Employees*
  i. Employee is working full time for Home Institution and working outside normal business hours for a Requesting Institution

c. Part Time and/or Temporary Employees
  i. Part Time and/or Temporary Employees are eligible for dual appointments. Conditions of Part Time employment for faculty are detailed in the [Academic and Student Affairs Handbook, Section 4.2](#).

**Dual Appointment Agreement (DAA)**

The University System of Georgia Dual Appointment Agreement is initiated by the employee and facilities the review and approval of the appointment details between the Home Institution (HI) and Requesting Institution (RI), including the payment and invoicing details. The DAA must be completed and fully executed prior to the initiation of the services requested.

**Dual Appointment Coordinator (DAC)**

Primary contact at each institution for Dual Appointment.

1. **Home Institution Dual Appointment Coordinator (HI DAC)**
   Primary contact at the home institution for dual appointment agreements.

2. **Requesting Institution Dual Appointment Coordinator (RI DAC)**
   Primary contact at the requesting institution for dual appointment agreements.

**Employee**

Employee who is performing the services for the Requesting Institution (RI).

**Faculty Contract Amendment (FCA)**

The Faculty Contract Amendment is used to initiate payment for a faculty employee and is submitted with a copy of the completed Dual Appointment Agreement and Budget Amendment (BA).

**Home Institution (HI)**

The Home Institution (HI) provides the employee to the Requesting Institution (RI). The Home Institution (HI) always pays their employee and invoices the Requesting Institution.

**Requesting Institution (RI)**
The USG Institution requesting the services of an employee of another USG Institution is considered the Requesting Institution (RI). The Requesting Institution reimburses the Home Institution (HI) for services rendered.

**Temporary Administrative Contract Amendment**

The Temporary Administrative Contract Amendment is used to initiate payment to a staff employee and is submitted along with a copy of the completed Dual Appointment Agreement and Budget Amendment (BA).

**Dual Appointment Process**

**First Step - Section A**

1. **Employee** completes Section 'A' of the Dual Appointment Agreement (DAA).
2. Employee and employee’s direct supervisor agree to the engagement and sign where indicated.

![Signature Section](image)

3. Employee forwards the agreement to RI Dual Appointment Coordinator (DAC) who works with the HI DAC to complete the form.

**Second Step - Sections B, C, and D**

1. Requesting Institution and Home Institution Dual Appointment Coordinators, in communication with the respective departments, complete 'Section B' - Dual Appointment Coordinator Information; 'Section C' – Employee Information, Home Institution Commitment, Requesting Institution Requested Commitment and Requesting Obligations; and 'Section D' - Payment and Invoicing details:

   **Section B – Dual Appointment Coordinators** enter their information.

   ![Section B](image)

   **Section C – Dual Appointment Coordinators**, in conjunction with the respective departments, complete section C, including work commitments and standard hours worked at the home institution, FLSA status, and requesting institution work commitments and standard hours worked.
### Section C – Employee Information

#### Home Institution Commitment

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Employee’s Direct Supervisor</th>
<th>Department</th>
</tr>
</thead>
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</tbody>
</table>

#### Employee Category/Status

- [ ] Staff
- [ ] Faculty
- [ ] Student
- [ ] Rehired Retiree
- [ ] Regular
- [ ] Temporary
- [ ] Full-Time
- [ ] Part Time – Complete Part Time Compliance Statement (Appendix A)
- [ ] Exempt
- [ ] Non-exempt*

Do the Requesting Institution obligations result in a change to the employee’s FLSA status?
- [ ] Yes
- [ ] No

New FLSA Status:
- [ ] Exempt
- [ ] Non-exempt*

* Earned overtime will be paid at the rate assigned to the position that incurs the overtime.

### Current Obligations *

<table>
<thead>
<tr>
<th>Institution</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Standard Hours</th>
<th>Begin Term Date</th>
<th>End Term Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

*If Employee’s duties at Home Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee’s duties are instructional, all columns are required.

### Requesting Institution Requested Commitment

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Request Date</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested Dates of Service

New Background Check Needed for Position?  
- [ ] Yes
- [ ] No

Need for and description of services to be performed

Justification for obtaining services from another USG employee in lieu of obtaining such services from a person not presently employed by Institution.

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Revised December 2016
**Section D – Dual Appointment Coordinators**, in conjunction with the departments, complete section D. The compensation details should denote where the funds are coming from (i.e. where the employee is getting paid).

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**Requested Obligations**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Standard Hours</th>
<th>Begin Term Date</th>
<th>End Term Date</th>
</tr>
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</tbody>
</table>

*If Employee’s duties at Requesting Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee’s duties are instructional, all columns are required.

For More than Full-Time Equivalent Dual Appointment of full-time, benefitted Employees (not Shared), is the compensation pensionable?

Yes* ☐ No ☐

*Refer to the Additional Compensation/Overload policies for Faculty and Staff.
2. HI DAC forwards DAA to employee for signature in 'Section C' - Employee Signature, as well as Appendix A (for part-time appointments only. See ‘Appendix A’ further in the document for details).

3. Employee signs and forwards DAA to HI DAC.
Third Step - Section E

1. HI DAC forwards agreement to RI DAC.
2. RI DAC forwards agreement to the RI Dean/Administrative Department Head & HI President/Designee for signature in Section 'E' where indicated. RI DAC forwards agreement to HI DAC when complete.

<table>
<thead>
<tr>
<th>Requesting Institution Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The signatures below certify that the Requesting Institution agrees to pay the compensation details total as outlined above to the Home Institution. The signatures also affirm that the Requesting Institution is responsible for notifying the Home Institution of any changes to the compensation details or requested obligations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean/Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President/Designee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. HI DAC forwards to Business Manager of College/Department for the Dean/Administrative Department Head approval in Section 'E' under 'Home Institution Signatures' where indicated.
5. Business Manager sends agreement to Provost's office for VP Academic Affairs signature in Section 'E' under 'Home Institution Signatures' where indicated (if UWG is the RI, the Provost will sign in section F. See below in ‘section F’ for instructions).
6. Provost's office forwards DAA to President's office for the President's signature in Section 'E' under 'Home Institution Signatures' where indicated.
Section F
If UWG is the Requesting Institution (RI), the Provost will need to signs ‘section F’ in second step.

If the DAA is for a staff member from another division, contact the UWG DAC for clarification on signatures, as the Vice President for that division will need to sign in this section.

Appendix A – Part Time Compliance Statement
For part-time appointments only. If part-time, the employee signs here in second step.
Appendix A – Part Time Compliance Statement

Acknowledgement of the USG Part-time Policy Compliance Statement (Refer to the Academic & Student Affairs Handbook, Section 4.2, Definition of Part-Time).

Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to the following conditions:
1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
2. Are not accruing time toward tenure
3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
4. Are not the same as adjunct (courtesy) faculty appointments
5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or

6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart (in the Employee Categories policy in the Human Resources Administrative Practices Manual, http://www.usg.edu/hr/manual/employee_categories) to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition

A faculty member employed at an institution at a .75 FTE or greater, other than in a temporary status based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual, http://www.usg.edu/hr/manual/employee_categories, must be considered benefits eligible and treated accordingly.

Compliance Statement:
I certify that I have read the above policy and am in compliance with this policy.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Signature</th>
<th>Email</th>
</tr>
</thead>
</table>

Appendix B – Dual Appointment Delayed Agreement Execution Justification
Complete this section if the form is being initiated after the work has already commenced.
Appendix C – Dual Appointment Agreement Addendum

A new form is only required if one of the following has changed:

1) Pay
2) Work obligations
Appendix D – Dual Appointment Verification of Work
RI DAC will work with the HI DAC to complete this section prior to the first payment being issued.

Payment and Invoicing

UWG as the Home Institution
Please note that paperwork requirements must adhere to the payroll deadline that corresponds with the employee type. Please view payroll schedules here.

Required for Payment

Full-Time Faculty at UWG:
1. Completed DAA
2. Budget Amendment - Process BA transferring funds into the 539000 account to ensure funds are available to pay the employee (see BA example for UWG as the home institution). Note that:
3. Faculty Contract Amendment

Part-Time Faculty (UWG as the Requesting Institution):
The same paperwork requirements (listed below) apply as they do for all part-time faculty, regardless of whether a Dual Appointment Agreement is involved. For part-time faculty for whom
we are the requesting institution, the following is required for payment in lieu of the PAR:

1. Completed Dual Appointment Agreement
2. **Budget Amendment** - Process BA transferring funds into the 539000 account to ensure funds are available to pay the employee (see [BA example for UWG as the home institution](#)).

**Paperwork Requirements for Part-Time Faculty**

**Required in HR:**

1. I-9
2. Federal and State Tax Withholding forms
3. Personal Data Sheet
4. Direct Deposit Notification and Authorization forms
5. Confidentiality Statement
6. Security Questionnaire
7. Authorization Form for Consumer Reports

**Required in Provost's Office:**

1. ATE
2. Letter of offer
3. Transcripts
4. Vitae
5. 3 letters of recommendation
6. Advance Data for Banner form

**Staff (UWG as the Home Institution):**

1. Completed DAA
2. **Budget Amendment** - Process BA transferring funds into the 539000 account to ensure funds are available to pay the employee (see [BA example for UWG as the home institution](#)).
3. **Temporary** Contract Amendment

**UWG as the Requesting Institution**

The Home Institution pays their employee based on the normal payroll schedule for the employee type and invoices UWG. If UWG is the RI for a part-time faculty member, we must still credential them. Note requirements listed below:

7.

**Invoicing**
UWG as the Home Institution

1. UWG DAC forwards a copy of the completed DAA to the offices of the Provost, Budget Services, Bursar, and the respective Dean's office Business Partner.
2. UWG pays our employee per the agreement via a Faculty Contract Amendment (FCA) if faculty, or a Temporary Administrative Contract Amendment if staff according to the payroll schedule for the employee type.

UWG as the Requesting Institution

1. Home Institution pays their employee according to their normal payroll schedule.
2. UWG DAC receives invoice from HI and forwards to the Business Partner of the respective dean’s office to complete:
   a. Check Request
   b. Budget Amendment (if not already completed).
3. Business Partner sends check request and a copy of the invoice to Accounts Payable, and the Budget Amendment to Budget Services.
4. UWG DAC sends tracking sheet of all DAAs with UWG as the RI to ensure invoices have been paid.