

**DUAL EMPLOYMENT CERTIFICATION FORM (CP-30)**

**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 the payroll department as authorization to pay the borrowed employee his/her 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.*

SECTION ONE	
CERTIFICATION BY BORROWING AGENCY	Analysis of Payment to Parent Agency (Fill in as Applicable)
<p><b>Name of Borrowing Agency</b> Name of Agency</p> <p><b>Borrowed Employee Name</b> Name of Employee</p> <p><b>Brief Job Description (i.e. Lecturer, Moderator)</b> Nature &amp; Location of Work Performed</p> <p><b>Date or Date Range Worked</b> Dates Worked</p> <p><b>Date or Date Range Worked cont if necessary</b> Rate &amp; Time if Appropriate</p> <p><b>Funding Source/Position Number, if applicable</b> Agency Code and Subhead/Labor Distribution Fund</p> <p><b>Department Approval/Requestor</b> Signature of Contracting Agency Official</p> <p><b>Dean Approval</b> Signature of Contracting Agency Official</p>	<p>Salary for Services..... <b>\$1,000.00</b></p> <p>Matching Retirement.....<b>DO NOT USE</b>.....</p> <p>Matching Social Security...(7.65% of Salary for Services)..... <b>76.50</b></p> <p>Indirect Expense.....<b>DO NOT USE</b>.....</p> <p>Direct Cost.....<b>DO NOT USE</b>.....</p> <p>Total Payment Due Parent Agency..... <b>\$1076.50</b></p>

SECTION TWO	
CERTIFICATION BY PARENT AGENCY	
<p>Name of Agency</p> <p>Name of Employee</p> <p>Classification, Rank or Title</p> <p style="text-align: center;"><b>XXX-XX-</b></p> <p>Position Number                      Social Security Number</p> <p>Agency Code                      Subhead Code                      Retirement Code Labor Distribution</p> <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>Budget Officer (Parent Agency)</p>	<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 <i>his/her</i> 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> <p>_____ Employee</p> <p>_____ Immediate Supervisor</p> <p>_____ Department Head</p> <p>_____ (EHRA/Academic Affairs Employees) Provost/Designee</p>

**(Submit original and two copies.)**       Payroll       Budget File       Borrowing Agency