



Arts and Sciences

Internal Dual HCM Workflow and Policy Reminders

Internal Dual Workflow in HCM PeopleSoft

Requesting Initiator

HR Contact in the unit requesting the dual position will initiate the action in HCM.

Requesting College/Division*

College/Division of the requesting unit will approve the action second in HCM.

Home Department Chair/Director

Chair/Director of the employee's home department will approve the action third in HCM.

Home College/Division*

College/Division HR Contact in the employee's home College will be the final approver before transitioning to central HR.

***For internal duals within the College of Arts and Sciences, two CAS College approvals required.**

❖ If a Faculty member is working the dual position, the action will require Provost approval in HCM.

❖ If a grant is being used to fund the dual position, the action will require Grants approval in HCM.

Dual Employment Policy and Procedure Reminders

Who is eligible for dual employment?

FTE Faculty and staff who perform services outside of their regularly scheduled work hours may be paid additional compensation if such services constitute independent, additional job duties separate from those of the employee's primary university position.

What is not considered dual employment?

Additional work performed by faculty or staff outside of their contract in the same discipline and within their home academic unit is not considered dual employment. For additional courses, faculty may be compensated as a faculty overload. Other work may be compensated using a temporary salary adjustment if the duration is expected to be less than 12 months or special assignment pay if the duration is indefinite, pursuant to university policy [HR 1.79](#).

When can an employee not receive dual compensation?

An employee shall not receive any dual compensation from the university while in a leave with pay status which includes all designated university holidays, annual leave, sick leave, and compensatory time.

Are there compensation limitations?

The maximum compensation an employee may receive for dual employment in a fiscal year may not exceed 30% of the employee's annualized salary for that fiscal year.

Does dual employment come with benefits?

During dual employment, an employee is not eligible for additional benefits, including but not limited to annual leave, sick leave, military leave, state insurance, and holidays.

Is there a difference between Exempt vs. Non-Exempt employees?

If an employee's primary position is non-exempt, then their dual position is required to be non-exempt (hourly), which means they will be responsible for submitting weekly timesheets in ITAMs. Their dual position must also be compensated at a rate of 1.5 times their current hourly rate in their primary position. An employee whose primary position is exempt, can be hired into a dual position that is either exempt (salary) or non-exempt (hourly).