

## **Instructions for Processing a Dual Employment Arrangement between two DHHS divisions or facilities or within the same facility:**

In an instance where an employee works in two different positions either within one DHHS division or facility or between two different divisions/facilities the following arrangements must be made:

### **Position A – DHHS Primary Job:**

- Position A must hold the appropriate setting for the primary job – do not change any settings.
- Employee completes time sheet or enters time for Position A **as usual**.
- Employee does not enter time for position B on the position A time sheet.

### **Position B – DHHS Secondary job:**

- The HR office for Position B (the secondary job) must identify a position to use as the “placeholder” for the person. Do not place the person into the position, simply identify it. BSS will put the person in it behind the scenes. You may identify a vacant position of the same title or different title. Or, you may use an established position of the same or different title as long as the total FTE count does not exceed 1.0. The HR office must also identify an hourly rate of pay for the secondary job.
- The HR office for position A and position B should complete the appropriate section of the OSC HR/Payroll Dual Employment Agreement and it should be faxed to BEST Services (919-855-6861)
- The employee completes a paper time sheet for Position B indicating all hours worked for Position B. Supervisor of Position B must approve the time and sign the timesheet.
- **At the top of each timesheet, please indicate the secondary position number, the hourly rate of pay, the employee’s name and personnel number. Include this information on every timesheet sent to BEST.**
- Fax paper timesheet for Position B to Central Human Resources at (919) 733-6087 for review/approval.
- The timesheet will be sent from Central HR to BEST. BEST will not accept timesheets from employees.

### **Remuneration Statement**

BEST will enter the time for Position B into the system and the pay from Position B will be added to the pay from Position A. On the employee’s remuneration statement, the position B hours will show up on a separate line from the Position A hours.

Note: BEST will only key in hours they receive through the payroll deadline. Any hours submitted on the timesheet that fall beyond the payroll deadline (the day before

payroll corrections run) will not be keyed and will be included on the next pay period and remuneration statement.

**Rate Increase**

If a rate increase occurs for the secondary job, please send in a notification that shows budgetary approval for the new rate, along with the first timesheet using the new rate. BEST will not automatically increase a dual employment rate without this approval.

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