

REQUEST FOR DUAL EMPLOYMENT for MILLERSVILLE UNIVERSITY EMPLOYEES

A.) TO BE COMPLETED BY SUPERVISOR/DIRECTOR REQUESTING DUAL EMPLOYMENT

EMPLOYEE'S NAME:	SOC. SEC. NO.:	DEPT. REQUESTING DUAL EMPLOYMENT:
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DESCRIPTION OF DUAL EMPLOYMENT DUTIES:

Cataloging materials for the Math and Science Center with funding coming from the NSF/SSHE CETP-PA Grant (Year 2)

DATES OF DUAL EMPLOYMENT (AUTHORIZATION MAY NOT BE EFFECTIVE FOR MORE THAN ONE YEAR): BEGIN: END:	TIME PERIODS WHEN DUAL EMPLOYMENT SERVICE WILL BE DONE (e.g., 7:00 - 9:00 p.m. each Wednesday for 7 weeks):
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RATE OF PAYMENT STIPULATED BY: <input type="checkbox"/> PAY SCHEDULE: Pay range _____ And Step _____ <input type="checkbox"/> GRANT <input type="checkbox"/> MU FACULTY PROFESSIONAL DEVELOPMENT <input type="checkbox"/> OTHER RATE OF PAY: \$_____ per _____	SOURCE OF FUNDING: Department: _____ Fund: _____ Organization Code: _____ Program (optional): _____ TOTAL PAYMENT REQUESTED: \$_____ (check one)
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JUSTIFICATION FOR DUAL EMPLOYMENT AND RATE OF PAY:	<input type="checkbox"/> Net amount (payment represents compensation only - fringe benefits will be charged in addition to this amount) <input type="checkbox"/> Gross amount (cost of fringe benefits (retirement, soc. security, worker's comp., etc.) are included in the amount)
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FORM PREPARED BY: _ Kathy Wiley PHONE NO.: _____ ASSIGNMENT/FUNDING APPROVED BY: <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%; text-align: center;"> _____ signature </div> <div style="width: 45%; text-align: center;"> _____ date </div> </div>	For Budget/Accounting Office Verification Only: <div style="display: flex; align-items: center; justify-content: center;"> <input type="checkbox"/> Accounting <input type="checkbox"/> Budget </div> <div style="display: flex; justify-content: space-between; width: 100%; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ signature </div> <div style="width: 45%; text-align: center;"> _____ date </div> </div>
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B.) TO BE APPROVED BY EMPLOYEE'S PRIMARY DEPARTMENT

THE DUAL EMPLOYMENT WILL NOT INTEREFERE WITH THE EMPLOYEE'S PRIMARY DUTIES AND IS APPROVED.
(DEAN AND PROVOST MUST SIGN FOR FACULTY)

DEPARTMENT CHAIR OR DIRECTOR	APPROPRIATE DEAN	DIRECTOR OF HUMAN RESOURCES
DATE SIGNED	VICE PRESIDENT / PROVOST	DATE SIGNED
	DATE SIGNED	

HR TRANSACTIONS USE ONLY: Approved for payment: _____ Date: _____
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