



# Arts and Sciences

## Internal Dual Request Form

**This form should be submitted to the College of Arts and Sciences Office of the Dean via email to your [assigned HR contact](#).**

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Requested Dates of Additional Assignment: \_\_\_\_\_ to \_\_\_\_\_

\*In accordance with [HR 1.78 – Dual Employment](#), Internal Dual appointments cannot exceed 1 year.

### Primary Job Information

### Additional Assignment Information

Department: \_\_\_\_\_

Job Code (i.e. AA75): \_\_\_\_\_

Faculty or Staff:    Faculty    Staff

Location(building): \_\_\_\_\_

Job Code (i.e. AA75): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Business Unit (i.e. Columbia): \_\_\_\_\_

Supervisor Empl ID: \_\_\_\_\_

FLSA Status:    Exempt    Non-Exempt

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\*If their primary job in non-exempt, their additional assignment is required to be non-exempt (hourly).

Standard Hours: \_\_\_\_\_ per week                      Hours to be worked: \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)

Hourly Rate: \_\_\_\_\_ or    Base Pay Amount: \_\_\_\_\_ \*only applies if primary job in Exempt

### Justification/Duties for Additional Assignment:

### Funding:

Operating Unit	Department	Fund	Class Field	PC Business Unit	Project	Activity

### For CAS Office of the Dean Use Only:

Dual Approval:    APPROVED    DENIED                      APPROVED WITH MODIFICATIONS (See comments below.)

Approved Amount: \_\_\_\_\_                      Approved Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

\*Subject to change pursuant to HR deadlines and processing time.

### Comments:

Returned by: \_\_\_\_\_                      Unit Notification Date: \_\_\_\_\_