

OSC HR/PAYROLL DUAL EMPLOYMENT AGREEMENT

To be c	Agency	To be completed by Borrowing Agency						
Parent Agency Information				Borrowing Agency Information				
Permanent Asgnmt		Temp Asgnmt		Permanent Asgnmt		Temp Asgnmt		
Parent Agency Name:				Borrowing Agency Name: Date Asgnmt Begins:			te Asgnmt Begins:	
Employee Name (Last Name First):							ate Asgnmnt Ends:	
Personnel #:				Da	ate Asymmit Linus.			
Position #:		Position #:						
Job Title:		Job Title:						
FLSA Classification:				FLSA Classification:				
Work Schedule Wo		Work Sch	edule Rule:	Work Schedule			nedule Rule:	
Hours Worked Per Week:				Hours Worked Per Week:				
			r				1	
EE Group:	Type of A		Salary:	EE Group:	Type of A		Salary:	
				EPA		tionary		
					Traine			
	Perma			Judicial	Perma			
Suplmntl Staff		Limited		Suplmntl Staff		e-Limited		
🗆 LEO	Tempo	-		🗆 LEO	Temp	-		
Dama					🗌 Intern			
Percent Indicates Amount Funded by Parent Agency				Percent Indicates Amount Funded by Borrowing Agency				
Benefits % Retirement %				Benefits % Retirement %				
OT Immediate Payout 🛛 🗌 Yes 🗔 No				OT Immediate Payout				
Leave Accrual Eligible	lo	Leave Accrual Eligi	ible	Yes 🗆	No			

			5.4
Employee Signature Parent Agency Ap	proval	Borrowing Agency Approv	Date al
	p		
Immediate Supervisor Signature	Date	Immediate Supervisor Signature	Date
HR Director Signature	Date	HR Director Signature	Date
Chief Fiscal Officer	Date	Chief Fiscal Officer	Date
Approve Disap	prove	Approve Disapprove	

This form acknowledges that two state agencies using OSC HR/Payroll, or a state agency using OSC HR/Payroll and serving as a parent agency and a North Carolina University, have entered into an agreement for an employee of the State to be employed dually. The agency having control over the services of the employee, and from which the employee receives a regular pay check will be known as the **Parent Agency** and the second agency, where the dual employment will be rendered, will be known as the **Borrowing Agency**. The Parent Agency HR should submit this form to the BEST HR section after all information and signatures are complete.