

Concurrent Employment Request Form Instructions

University of Arkansas at Little Rock

Concurrent employment exists when a state employee receives compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties over and above those of the employee's primary position and regular work schedule and where such duties are clearly not a part of the employee's primary job. City School Districts are **NOT** considered State institutions. Please note, per Administrator of the Office of Personnel Management Kay Terry, "No employee concurrently employed may receive two state pay checks for the same hours of work. **Therefore, employees are not allowed to use annual leave from their first state job while they are drawing a paycheck from the second state job.** The employee would be allowed to draw a second paycheck if the work occurred outside the employee's regular scheduled hours of work from the first job."

Concurrent employment does not differentiate between funding sources; therefore any position requiring an Extra Compensation EPAF or faculty/employees working for two departments **must have an approved concurrent employment form** before the services are to begin and before the EPAF is submitted to Human Resources.

The **UALR employee (originator) is responsible** for the completion and submittal of the Concurrent Employment Request Form. Employees should work with the hiring departments at both the primary and secondary employers to ensure the forms are properly submitted. Penalties for non-compliance are outlined in AR Code Annotated §6-63-307 (2011).

The Primary Employer is defined as the agency/institution employing the employee in a full-time appointment, the employer paying the greater salary, and/or the employer with the longest duration of employment. The Secondary Employer is defined as the agency/institution employing the employee on an adjunct or part-time basis, the employer that is paying the lesser salary, and/or the employer with the shortest duration of employment.

Before UALR employees submit requests for concurrent employment with **any** institution of higher education within Arkansas (public or private) the employee must have written approval from the Provost's Office. The approval must be submitted to Human Resources with the Concurrent Employment Request Form.

Once both the primary and secondary information is complete, UALR originators must email the saved PDF form, **DO NOT scan the document**, to UALR's Department of Human Resources (hrs-personnel@ualr.edu) for verification and submission to the Office of Personnel Management (OPM). **Forms for UALR employees should only be submitted to OPM through UALR Human Resources.** Originators are responsible for ensuring the forms are submitted to them by the other state agency/institution and/or emailed directly to UALR's Department of Human Resources.

OPM requires all forms be submitted to OPM at least five (5) days prior to the intended start date. To ensure Human Resources has time to verify the information, work with the departments and to make any necessary corrections, the Concurrent Employment Request Form should be submitted to UALR Human Resources at least **ten (10) working days** prior to actual start date for the secondary appointment. Requests not submitted to OPM five days prior to the intended start date will require written justification from the department as to why the documents were not received within the established timeframe.

Completion of the Concurrent Employment Form

The Concurrent Employment Request form is available on the Human Resources' website (<http://www.dfa.arkansas.gov/offices/personnelManagement/Documents/ConcurrentEmploymentRE.pdf>). The originator should select "Save As" to save the form and rename it using the words concurrent employment and the employee's name. Example: Concurrent Employment for Jane Doe – Spring 2012. The form should then be emailed as an attachment to the second employer/department for completion. **DO NOT scan the document.**

Primary Employer

1. **Employee's Name** – Enter the employee's name as it appears in Banner.
2. **Personnel Number** – Enter the last five (5) digits of the employee's social security number (do not use the employee's T-Number). Example: XXX-X9-9999.
3. **Primary Employer Information** – Enter the primary employer's name, or the specific department of the primary position if working for the same employer (i.e. UALR/Philosophy).
4. **Address** – Enter the primary employer's complete mailing address. For UALR enter the address to Human Resources:

Department of Human Resources, 2801 S. University Ave., Little Rock, AR 72204

5. **Phone Number** – Enter the phone number for the contact person or department including area code.
6. **Contact Person** – Enter the name of the department contact person for the primary employer.
7. **E-mail Address** – Enter the email address of the contact person for the primary employer.
8. **Job Title** – Enter the actual pay title (State appropriated title not the working title) of the employee's primary position.
9. **Position Number** – Enter the position number of the employee's primary position as listed in PEIJHIS (Employee Job History) in Banner (do not use the budget book as this information may not properly reflect the title and salary for the employee).
10. **Pay Grade** – This field only applies to classified employees. Enter the pay grade for the employee's primary position. See spreadsheet for information regarding classified pay grades and salaries:
(<http://ualr.edu/humanresources/uploads/2012/01/Classified%20Titles%2001.2012.mc1.xls>).
11. **FLSA (Fair Labor Standards Act) Status** – Classified = Non Exempt. Faculty and Non-Classified = Exempt.
12. **Salary** – Enter the employee's salary for the primary position. Hourly rate for extra labor positions.
13. **Line Item Max (LIM)** – Enter the maximum salary for the title of the primary position. See spreadsheet for classified titles (see link above). See UALR's Appropriation Act for faculty and non-classified titles:
(<http://ualr.edu/humanresources/uploads/2012/01/UALR%20FY12%20-%20Act971.pdf>).
14. **Employment Dates** – Enter the employee's regular work schedule for the primary position (hire date to current or start and end date if not a full-time employee).
15. **Work Days** – The abbreviated work days for the employee's regularly scheduled work day for the primary position (i.e. M/W/F and T/Th or M-F).
16. **Work Times** – Enter the "to" and "from" times of the employee's regular work schedule for the primary position (should include all scheduled class times and/or regularly scheduled work hours).
17. **Duties Performed and Explanation/Justification** – Enter a summary of the duties the employee performs in the primary position.

Secondary Employer

1. **Secondary Employer Information** – Enter the secondary employer’s name, or the specific department of the secondary position if working for the same employer.
2. **Address** – Enter the secondary employer’s complete mailing address. For UALR use the address for Human Resources.
3. **Phone Number** – Enter the phone number for the contact person at the secondary employer including area code.
4. **Contact Person** – Enter the name of the contact person at the secondary employer.
5. **E-mail Address** – Enter the email address of the contact person for the secondary employer.
6. **Job Title** – Enter the actual pay title (not the working title) of the employee’s secondary position. Positions involving secondary teaching duties should be designated as Part-time Lecturer Credit or Part-time Lecturer Non-credit.
7. **Position Number** – Enter the last five (5) digits of the employee’s social security number (do not use the employee’s T-Number). Example: XXX-X9-9999.
8. **Pay Grade** – This field only applies to classified employee. Enter the pay grade for the employee’s secondary position. See spreadsheet for classified titles pay grades (<http://ualr.edu/humanresources/uploads/2012/01/Classified%20Titles%2001.2012.mc1.xls>).
9. **Position Number** – Enter the position number of the employee’s secondary position.
10. **FLSA (Fair Labor Standards Act) Status** – Classified = Non Exempt. Faculty and Non-Classified = Exempt.
11. **Salary** – Enter the salary amount for the secondary position.
12. **Line Item Max (LIM)** – Enter the maximum salary for the title of the secondary position. See spreadsheet for classified titles (see link above). See UALR’s appropriation act for faculty and non-classified titles (<http://ualr.edu/humanresources/uploads/2012/01/UALR%20FY12%20-%20Act971.pdf>).
13. **Employment Dates** – Enter the date for which the additional duties will occur. This cannot be longer than 12 months and cannot cross fiscal years.
14. **Work Days** – Enter the abbreviated the work days for which the employee is expected to complete the concurrent employment.
15. **Work Times** – Enter the “to” and “from” times the employee is expected to perform the concurrent employment.
16. **Duties Performed and Explanation/Justification** – Enter a summary of the duties the employee is expected to perform under the concurrent employment.

Signature of Primary and Secondary Approving Authority – This line is to be left blank. Human Resources will complete this information before submitting to OPM for approval. OPM has indicated that they will not approve forms from individuals not listed with OPM as the designated HR Representative.

Department of Finance and Administration – This section is reserved for the Chief Fiscal Officer of the State and should be left blank.

Concurrent Employment Request Form Processing Flow Chart

