

Concurrent Employment Request Form Instructions

University of Arkansas at Little Rock

REVISED
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Concurrent Employment Authorization

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.**

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

Employee's Responsibility/Liability

The **UALR employee (originator) is responsible** for the completion and submittal of the Concurrent Employment Request Form. The employee should work with his/her hiring departments at both the primary and secondary employers to ensure the form is properly submitted. It is acceptable for the UALR administrative staff of the hiring department to submit the concurrent employment form to Human Resources on behalf of the employee.

Penalties for non-compliance are outlined in AR Code Annotated §6-63-307 (2011).

Defining Primary versus Secondary Employer

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.

Additional Information Pertaining to Concurrent Employment

- Full-time faculty members teaching an overload course through an extra comp assignment are exempt from concurrent employment if the overload course is within the employee's primary department. Comments must be entered in the EPAF to note "overload for primary department"). **If the overload is performed for a secondary department a concurrent employment form must be submitted to Human Resources.**
- A concurrent form will need to be completed each academic semester for faculty/employees with course schedules that fluctuate each semester. The only exception will be for those teaching all online courses. For non-teaching assignments, a concurrent employment form may be active for the entire fiscal year (07/01-06/30).

Important

- Please make sure all additional duties performed for the secondary employer/department by the employee do not interfere with the proper and required performance of the employee's primary duties (days and times should not conflict or overlap).

- Please make sure all wages paid to the employee will be in compliance with applicable provisions of the Fair Labor Standards Act. This includes but is not limited to the over time provision. The employee will be required to take accrued annual leave for any secondary hours worked which are in conflict with primary work hours. For classified employees, accrued compensatory time will be used before annual leave is docked.

- The combined salary payments from the primary and secondary employers shall not exceed the larger maximum annual salary of the line-item position authorized for either agency/institution from which the employee is being paid (unless the employee is secondarily employed in a teaching position pursuant to Arkansas Code Annotated §19-4-160(b) which allows employees to teach temporarily.

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

Required

- **UALR benefits eligible employees cannot teach at any other institution of higher education within the state of Arkansas.** Requests for an exception should be submitted to the employee's Vice Chancellor for approval by the Chancellor.

Important

Electronic Submittal of Concurrent Employment Forms

Upon completion of the primary and secondary employer information, UALR originators must email the saved PDF form (DO NOT scan the document) to UALR's Human Resources' listserv (hrs-personnel@ualr.edu), for verification and submission to the Office of Personnel Management (OPM). Due to the electronic processing printed copies of the Concurrent Employment Form cannot be accepted.

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).

If the employee works for another state agency, please make sure all information pertaining to the other agency is complete and accurate before submitting to UALR's 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 Human Resources.

Forms for UALR employees should be submitted to OPM by UALR's Human Resources.

All inquiries regarding the concurrent employment process should be sent to hrs-personnel@ualr.edu.

How to Properly Complete the Concurrent Employment Form

Newly Revised Form

The Concurrent Employment Form was recently revised by OPM. Previous versions will not be accepted.

The Concurrent Employment Request form is available on the Human Resources' website (<http://www.dfa.arkansas.gov/offices/personnelManagement/Documents/ConcurrentEmploymentRE.pdf>).

DO NOT scan this 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 for UALR's Human Resources:

The 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/index.php/home/classification/>.

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 (link above). See UALR's Appropriation Act for faculty and non-classified titles: <http://ualr.edu/humanresources/index.php/home/classification/>.

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 (provided above).
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 (link above).
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.
Line Item Max (LIM) – Enter the maximum salary for the title of the secondary position. See spreadsheet for classified titles (link above). See UALR’s Appropriation Act for faculty and non-classified titles: <http://ualr.edu/humanresources/index.php/home/classification/>.
12. **Employment Dates** – Enter the date for which the additional duties will occur. This cannot be longer than 12 months and cannot cross fiscal years.
13. **Work Days** – Enter the abbreviated the work days for which the employee is expected to complete the concurrent employment.
14. **Work Times** – Enter the “to” and “from” times the employee is expected to perform the concurrent employment.
15. **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 Human Resources Representative.

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

HR will sign off as the Approving Authority

