

**THE CITADEL
REQUEST FOR DUAL EMPLOYMENT - INTERNAL**

I. REQUESTING (SECONDARY) DEPARTMENT

Employee's Name:	CWID:	Primary Position #:	Requesting Department:
Index Number:	Description of Services to be Performed:		
Dates of Services: From:	To:	Times of Services: From:	To:
Proposed Salary	Method of Payment		
	<input type="checkbox"/> Lump Sum		Effective date to be paid: _____
	<input type="checkbox"/> Installments		# of installments: _____ Date of 1 st installment: _____
_____ Employee's Signature		_____ Authorized Requesting Director / Dean	
_____ Date		_____ Date	

II. EMPLOYING (HOME) DEPARTMENT

Is the employee exempt and typically work a non-standard workweek? <input type="checkbox"/> Yes <input type="checkbox"/> No	Primary Department
If necessary, have arrangements been made for the employee to be in a leave without pay status to render the services described? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a	
_____ Authorized Primary Employing Director / Dean	
_____ Date	

III. FINANCE DEPARTMENT

IV. HUMAN RESOURCES

Approved Funding of: \$ _____	Secondary Position Number: _____	Will the employee exceed 30% of annualized base salary in the Fiscal Year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Earned in FY to Date:	FY Balance Remaining:
Comments:		Comments:	
_____ Budget Director		_____ HR Director / Manager	
_____ Date		_____ Date	

V. PROVOST / VICE PRESIDENT APPROVAL

VI. HUMAN RESOURCES (tracking)

Comments:	Assignment Begin: _____
	Assignment End: _____
	Assign Salary: _____
	Annual Salary: _____
	Date Trial Check: _____
_____ Provost / Vice President	_____ Human Resources Manager
_____ Date	_____ Date