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## ***UCF NON-EXEMPT DUAL EMPLOYMENT PROCEDURE AND FORM***

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Dual employment occurs when an employee holds two (2) or more paid positions (primary and secondary) within the University of Central Florida. This practice is permitted, provided the process set forth in this procedure is followed.

The purpose of this procedure is to ensure that employees are paid correctly for a secondary position within the University and that one payroll system tracks and documents all work.

Implementation and compliance of this procedure is the responsibility of the department directors/business administrators, managers, supervisors, and the Division of Human Resources.

University of Central Florida non-exempt staff may have only one active payroll record. The primary job is the position with the greatest Full Time Equivalent (FTE) hours. The primary department must maintain the active payroll record. Therefore, the primary department is responsible for tracking all hours worked from all entities for the employee, and ensuring payment to the employee for all regular and overtime hours worked.

### **EMPLOYEE TIME REPORTING PROCESS**

For employees whose primary and secondary job(s) are within the University, the primary department is to handle all time reporting. Employees are responsible for ensuring that all time worked is reported on separate timesheets and given to the primary department manager or business administrator by the applicable deadline. Employees must receive signed approval from the secondary department manager for all time worked in the secondary job(s) timesheet before submitting the time record to the primary department. These payments will be processed via the PeopleSoft Timesheet summary page. This will ensure that all hours worked will be totaled and any overtime will be paid at 1.5 the regular rate of pay for non-exempt employees.

### **OVERTIME FOR EMPLOYEES IN NON-EXEMPT POSITIONS**

Employees in positions classified as non-exempt, and who meet the conditions of dual employment, will receive overtime pay for all time worked over 40 hours in a work week. All hours worked in all jobs, from all entities, apply toward the calculation of overtime. The overtime rate calculation will be at 1.5 the employee's regular rate of pay.

Overtime is paid when a non-exempt employee works more than 40 hours within the same work week. The overtime expense of time-and-a-half pay is paid by the primary department where the time reporting resides. The secondary department will reimburse all incurred payroll charges to the primary department as result of the secondary employment overtime hours. **Note that, if the total number of hours worked in the work week does not exceed 40 hours due to absences from the primary department, there is no overtime and the leave time used will be reduced as noted in the TIME OFF section below. Overtime can only be paid if hours are physically worked above 40.**

The primary employer is responsible for recording/reporting all time. The employee submits a time sheet (signed by the employee and the manager) for the secondary job(s) to their primary employer. The hours and times worked each day must be recorded on the timesheet. The primary employer processes the pay through the University payroll system and charges the cost back to the secondary employer.

#### **TIME OFF**

Employees may not receive pay from two sources for the same time period. Therefore, employees may not use eligible accrued paid time off, sick, holiday, jury duty, bereavement, or military leave from their primary job to work in their secondary job(s), and vice versa. Leave usage due to time off will be reduced by the hours worked in the secondary department. That is, employees may not take off from their primary job and still be paid overtime when the hours do not exceed 40 physically worked.

#### **HUMAN RESOURCES PAYROLL SERVICES APPROVAL**

Holding dual employment within the University of Central Florida is not allowed without **prior** approval from the Human Resources Payroll Services Office. Pay arrangements for working in a secondary job(s) must be approved by the Human Resources Payroll Services Office prior to starting work in that position(s) to ensure all parties understand the conditions of the dual employment and for the departmental instruction for Journal transfers to be completed. The following document should be completed and submitted to Human Resources Payroll Services with all signatures. An ePAF should **NOT** be submitted.



## UCF Non-Exempt Dual Employment Agreement Form

University of Central Florida - Human Resources  
Payroll Services

**Form must be completed with all signatures and submitted to HR Payroll. An ePAF should not be submitted for this action.**

**All hours must be paid at no less than 1.5 the employee's regular rate of pay when in excess of 40 in a work week.**

NAME OF EMPLOYEE		EMPLOYEE ID #	
UCF PRIMARY EMPLOYING DEPARTMENT/DIVISION		UCF SECONDARY EMPLOYING DEPARTMENT/DIVISION	
UCF PRIMARY DEPARTMENT/DIVISION		UCF SECONDARY DEPARTMENT/DIVISION	
		POSITION NUMBER/TITLE	PERIOD OF EMPLOYMENT
		<b>APPROPRIATION PAID FROM</b>	
FUNDING DEPARTMENT #	<input type="checkbox"/> C&G*		
WORK SCHEDULE (NORMAL HOURS)		<b>WORK SCHEDULE (WEEKLY TOTAL)</b>	
		BEGIN DATE	END DATE
		DAILY IN/OUT TIME (SPECIFY TIME)	

\*Primary department should check if employee is C&G for primary employment

\*\* All C&G funding requires review by Office of Research & Commercialization Compliance prior to submittal to Human Resources.

**PROVIDE DETAILS OF DUTIES TO BE PERFORMED IN SECONDARY EMPLOYMENT and EXPLANATION/JUSTIFICATION OF EMPLOYMENT. (Attach additional sheets if necessary). \*I understand all hours the employee works must be paid at no less than 1.5 their regular rate of pay (overtime rate) and the Primary department must be reimbursed for the payroll costs incurred with this job.**

**SECONDARY EMPLOYER** Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

The hours and rate of pay indicated for the second position are agreeable. This certifies the hours indicated in 'work schedule' above are accurate, outside of my primary position's working hours, and do not interfere with my primary position.

**EMPLOYEE** Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

This employee has my approval to perform the additional duties indicated above for the secondary employer. These duties will not be performed during the employee's regular working hours in their primary position, will not involve a conflict of interest with the employee's regular duties in their primary position, and will not involve the use of any university space, personnel, equipment or supplies furnished by their primary employer. **\*I understand all hours must be reported on the Primary department end.**

**PRIMARY EMPLOYER** Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

**DEAN/DIRECTOR OF PRIMARY DEPARTMENT** Authorized Signature \_\_\_\_\_  
**Must be on Authorized Signature List** Print Name \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE OF RESEARCH & COMMERCIALIZATION:**  
**Research Integrity & Compliance department** Signature \_\_\_\_\_ Date \_\_\_\_\_  
**ACKNOWLEDGEMENT** Print Name \_\_\_\_\_

This section must be completed for grants.