# **Dual Employment Comment Template**

It is agreed that the employee identified on this template will be employed in a dual employment arrangement within the A&M System. This template is to be followed when submitting the Add Job business process in Workday, so that the Human Resources Classification and Compensation Office can review dual employment situations to ascertain whether hours from multiple positions are combinable for overtime under the Fair Labor Standards Act. The work hours of the primary and secondary employment within the A&M System may have to be combined for overtime purposes in accordance with [System Regulation 33.99.06 - Administration of Multiple Employment](http://policies.tamus.edu/33-99-06.pdf)and [Standard Administrative Procedure 31.01.99.M0.02, Approval Procedures for Supplemental Compensation and Dual Employment.](https://rules-saps.tamu.edu/PDFs/31.01.99.M0.02.pdf) Responsibility for overtime is handled automatically in Workday. For more information on overtime calculation, [click here](https://employees.tamu.edu/compensation/job-changes/overtime-calculation-in-workday.html). Any employee, whether exempt or non-exempt under the provisions of the Fair Labor Standards Act, may accept additional employment with another department, unit, or component of The Texas A&M University System, provided the employee obtains the advance approval of the head of both the current department or unit and the employing department or unit. This approval is necessary to assure proper coordination of payment for employment when more than one department is involved. Do not start the employee before all paperwork, including the Start Additional Job, has been approved and successfully completed.

**NOTE:** This template is not required if one of the positions is a Graduate Assistant or Faculty title, but rather should follow the approval process indicated by the [Graduate and Professional School](http://ogaps.tamu.edu/) or the [Dean of Faculties Office](http://dof.tamu.edu/). This template is not required if the employee will be dual employed with Texas A&M University and another State of Texas Agency. In this instance, the [State of Texas Agency Dual Employment Agreement Form](https://employees.tamu.edu/talent-management/_media/forms/509dualemployment.pdf) must be completed. If a staff member is involved in a dual employment situation with another A&M Member, the employee must complete the [External Employment Application and Agreement Form](https://employees.tamu.edu/employee-relations/_media/forms/999externalemplapp.pdf). This form will be kept internally and does not need to be sent to Texas A&M University Human Resources.

**INSTRUCTIONS:** The “Add Job” business process in Workday is a form of hire. If the employee is taking on a staff or temporary/casual position, a [Criminal Background Check Request Form](https://employees.tamu.edu/talent-management/_media/forms/404CrimBGCheck.pdf) may be required if one has not been performed on the employee in over a year. Please note that an employee may not begin work at the additional job unless there is an applicable background check logged and the “Add Job” business process has been completed and approved in Workday. When processing in Workday, please choose to “Include – Include in Overtime” for the Overtime Flag on all non-exempt additional jobs. Classification and Compensation will discuss with department if positions are found to be eligible for exclusion. For guidance on the Overtime Flag, please review the [Overtime Flag Table](https://employees.tamu.edu/compensation/job-changes/dual-employment.html).

Starting below the line on this template, please copy and paste the following information into the Comments box in Workday when submitting an “[Add Job](https://employees.tamu.edu/compensation/job-changes/add-job.html)” process. \*\*\* If an employee has more than three jobs, complete each section and list out each additional job.

When filling out the Department Contact portion, list the individual’s name and email address. If the Department Contact is not the supervisor, list out the supervisor’s name and email address. If the employee has a job in Workday that they will be terminating soon or the department has not gotten around to the termination, please note this in the “Position Brief Description of Job Duties” section.

Employee Name:

Employee UIN:

Primary Department Contact:

Secondary Department Contact:

Tertiary Department Contact (if needed):

Primary Position Approximate Duration of Employment (from and thru dates):

Secondary Position Approximate Duration of Employment (from and thru dates):

Tertiary Position Approximate Duration of Employment (from and thru dates) (if needed):

Primary Position Brief Description of Job Duties (if duties are not already in Workday):

Secondary Position Brief Description of Job Duties (if duties are not already in Workday):

Tertiary Position Brief Description of Job Duties (if duties are not already in Workday) (if needed):

Additional comments for Human Resources: