THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

904.1.1f – Dual Employment Certification Form (CP-30)

Request for Additional Payment to Employee for Work Performed for another State Agency

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to the payroll department as authorization to pay the borrowed employee his/her additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

SECTION ONE

CERTIFICATION BY BORROWING AGENCY	Analysis of Payment to Parent Agency (Fill in as Applicable)
Name of Agency	Salary for Services…….. $
Name of Employee	Matching Retirement……..
Nature & Location of Work Performed	Matching Social Security……..
Dates Worked	Indirect Expense……..
Rate & Time if Appropriate	Direct Cost……..
Agency Code and Subhead	Total Payment Due Parent Agency…….. $
Signature of Contracting Agency Official	

SECTION TWO

CERTIFICATION BY PARENT AGENCY

Name of Agency

Name of Employee

Classification, Rank or Title

Position Number — XXX-XX- Social Security Number

Agency Code — Subhead Code — Retirement Code

I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of $ in addition to regular salary.

Budget Officer (Parent Agency)

We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for *his/her* services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment."

Employee

Immediate Supervisor

Department Head

(Submit original and two copies.) ☐ *Payroll* ☐ *Budget File* ☐ *Borrowing Agency*