



## Dual Appointment Procedures Instructions for Full-time Staff

VSU as the “Requesting Institution” borrows a Full-Time Staff member from another USG Institution:

1. VSU Home Department starts the process by completing the following portions of the Employee Compensation Agreement Form (herein referenced as “agreement”).
  - a. *Click* on the link provided below to access the form from the BOR web site.

**[Download the Dual Appointment Agreement Form](#)**

    - i. Requesting Institution, Providing Institution (Section 1)
    - ii. Requesting Institution’s Need (Section 2)
    - iii. Requesting Institution’s Justification (Section 3)
    - iv. **Note:** Section 5 (Means of payment) will always be “Requesting Institution Pays Providing Institution”
    - v. Method of Payment (Section 7) Fee for Service
    - vi. Home Department Contact Information for Requesting Institution (Section 8)
    - vii. The VSU Department should then give the agreement to the Staff member that they wish to “borrow”.
  - b. The Staff member completes the following sections
    - i. Employee’s Certification (Section 4)
  - c. The Staff member should give the agreement to their Home (Providing) Institution Department and/or Payroll office that will complete the following sections of the agreement in consultation with the Staff member and/or the VSU department.
    - i. Method of Payment (Section 7), including
      1. Fee for Service. Home Institution *adds* the fringe amount. [This should include the gross amount of payment for the services plus any payroll fringes that will be billed to VSU.
      2. Estimated Reimbursable Expenses.
      3. Total Estimated Cost. Sum of Fee for Service and Estimated Expenses.
      4. Projected Dates of Service. May be provided by the staff member and/or VSU.
      5. Payee (will always be the providing institution (see “Means of Payment”))
    - ii. Contact Information for Providing Institution (Section 8)
    - iii. Signature of Employee’s Dean/Department Head (Section 9)
    - iv. Approval of Providing Institution’s President (Section 10)
  - d. The agreement should be delivered to the VSU Human Resources Office who will review the following:
    - i. Verify the need of services
    - ii. Verify that the agreement is the proper form and that the staff member is full-time at the providing institution
  - e. The agreement is forwarded to the President’s office for Signature (Section 10)
  - f. Original agreement is sent back to VSU Human Resources
    - i. Original forwarded to payroll for processing.
    - ii. Copy to the department (to hold for invoice)
    - iii. Email completed/signed copy to Providing Institution’s contact for their records.
  - g. VSU Payroll will  
Process the payment to the Providing Institution upon receipt of the invoice.

2. **VSU as the “Providing Institution”** provides a Full-Time Staff member to another USG Institution
  - a. The Requesting (borrowing) Institution (not VSU) will begin the process by completing the following portions of the Employee Compensation Agreement Form (herein referenced as “agreement”). Click on the link provided below to access the form from the BOR web site.
    - i. [Download the Dual Appointment Agreement Form](#)
    - ii. Requesting Institution (Section 1)
    - iii. Requesting Institution’s Need (Section 2)
    - iv. Requesting Institution’s Justification (Section 3)
    - v. **Note;** Section 5 (Means of payment) will always be “Requesting Institution Pays Providing Institution”
    - vi. Method of Payment (Section 7) Fee for Service
    - vii. Home Department Contact Information for Requesting Institution (Section 8)
  - b. The Department from the requesting institution should then give the agreement to the VSU Staff member that they wish to “borrow”.
  - c. The VSU Staff member completes the following sections
    - i. Employee’s Certification (Section 4)
  - d. The VSU Staff member should give the agreement to their VSU Department who will complete the following sections of the agreement in consultation with the staff member and the “borrowing” institution.
    - i. Method of Payment (Section 7), including
      1. Fee for Service. Home Institution *adds* the fringe amount. [This should include the gross amount of payment for the services plus any payroll fringes that will be billed to VSU.
      2. Estimated Reimbursable Expenses.
      3. Total Estimated Cost. Sum of Fee for Service and Estimated Expenses.
      4. Projected Dates of Service. May be provided by the staff member and/or the requesting institution.
      5. Payee (will always be VSU (see “Means of Payment”))
    - ii. Home Department Contact Information for VSU (Section 8)
    - iii. Signature of VSU Employee’s Dean/Department Head (Section 9)
  - e. The VSU Department will forward the agreement form to Payroll:
    - i. Confirm that the VSU Staff member is eligible for the additional compensation
    - ii. Email a copy of the agreement to Payroll Services who will:
      1. Verify that the proper fringe benefits have been included.
      2. Review the payment and billing details
  - f. VSU HR will forward the agreement form to the VSU President’s Office where:
    - i. The agreement form will be reviewed for completeness and, if applicable:
    - ii. The President will approve the agreement
  - g. Original agreement form is sent to VSU Dual Appointment Coordinator (Sherri Adams)
    - i. Email contact person at Requesting Institution to get President’s signature.
    - ii. Original forwarded to payroll for processing and copy to the Department
  - h. VSU Payroll Services will do the following: Prepare an invoice for the “requesting” institution, Deposit the check from the “Requesting” institution at the Bursar Office, Process payment to the VSU Staff member.