

7.12 DUAL EMPLOYMENT (ACADEMIC/STAFF)

Overview

Dual employment occurs when an employee receives additional academic or staff employment resulting in combined employment in excess of 100% time. (Both service and pay in excess of 100% time).

Policy Summary

Under exceptional circumstances, a full-time employee may be permitted to receive an additional appointment which will result in the employee working more than 100% time. A staff/academic dual employment arrangement normally shall be for a short term period and occur no more frequently than once a year (i.e. for one quarter per academic year). Criteria should be reviewed and considered carefully before a dual employment action is initiated.

See the [Campus Academic Policy Manual \(CAPM\) section 020.000](#) for further guidance.

Data Entry

Enter data for the employee's dual employment via the **EAPP** function.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP**, **employee ID number**, and press **Enter**.

The EAPP function will be displayed for the selected employee.

THE EAPP (APPOINTMENTS/DISTRIBUTIONS) FUNCTION

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Session		Edit	Commands		Settings		Help								
PPEAPP-E0943			SCT EDB Entry/Update						10/16/95 16:42:00						
10/12/95 10:38:25			Appointments/Distributions						Userid: SCACPLJW						
ID: 700000900			Name: PROFESSOR, ASSISTANT DEMO		SSN: 700-00-0900		Pri Pay: MO		Pg 04 of 05						
PAF Gen No: 6															
Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt	Begin	Appt	End	Dur	Dept			
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Next Func: _____ ID: _____ Name: _____ SSN: _____															
U0001 Input accepted															
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F:	1-Help	2-Cancel		4-Print		5-Update									
F:	7-Backward	8-Forward		9-Jump											
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EAPP Notes and Tips

- When processing a dual employment, in addition to the current appointment and distribution, always set up a new appointment and distribution. See [Section 1.11, Appointments and Distributions](#) for more information.
- Forward the PAN of the dual employment action to Payroll, to notify them of the action.
- When processing dual employment, the primary type of employment is a factor. If the employee is primarily staff, the additional academic appointment is entered with DOS code BYA. If the employee is primarily academic, the additional staff appointment is entered with DOS code OTE for exempt staff positions and OTP (premium overtime) or OTS (straight overtime) as applicable under FLSA.

Appointment Level Procedure

1. **F9 Jump** to the Next Func field and then press the **F15 New Line** key to go to the command line.
2. At to the command line type “**add a**” to set up the first available appointment.
3. Enter data in the following fields as appropriate:

Actions (Action Code)	Enter 13 for Dual Employment.
Pgm	A system derived code indicating the personnel program associated with the appointment. No entry required.
Typ	The appointment type associated with the appointment.

Bas	A code indicating the service period on which the appointment is based. (Academic only.)
Pd Ovr	A code indicating the appropriate number of months in the year over which the salary for the appointment will be paid. (Academic only.)
Appt Begin	Enter the date on which the new appointment is effective. (MMDDYY)
Appt End	Enter the date on which the new appointment is expected to end. (MMDDYY)
Dur	Code indicating the expected duration of the appointment.
Dept	System-derived code indicating the department or other administrative unit associated with the appointment. No entry required.
Title	Code indicating the position or classification title for this appointment.
Grade	A code indicating the grade within the classification. (Staff only)
% Full	The percentage of time the employee is expected to work in the appointment. (N.NN)
F/V	Code indicating whether the appointment percentage is fixed or variable. See Section 2.1: Appointment Coding .
Ann/Hr Rate	The annual salary or hourly rate associated with the appointment.
Rt	Code indicating whether the rate of pay is annual, hourly, or by agreement.

Sch	Code indicating the pay schedule on which the appointment will be paid. Must be the same for all appointments. See Section 2.1: Appointment Coding .
Time	Code indicating the method for reporting time worked in the appointment.
Lv	Code indicating the rate at which vacation and sick leave will be accrued. Refer to Appendix C, Leave/Vacation Accrual Codes and Rates .

4. Press **Enter** to invoke range/value edits.
5. Continue to distribution procedures.

The Distribution Level Procedure

1. Use **F9 Jump** to go to the command line.
2. Type **“add d”** to set up the first available distribution.
3. Enter data in the following fields as appropriate:

Actions (Action Code)	No entry required for this action.
L	Enter 7 for UCSC location number.
Acct	Enter six-digit account number (aka Org Code).
CC	Enter cost center.
Fund	Enter five-digit fund number.
PC	Enter project code if applicable (aka Activity Code).

Sub	Enter 0, 1 or 2 as applicable.
FTE	Leave blank
Dist %	The anticipated percentage of time which is chargeable to the account/ fund for the dates of this distribution. (N.NNNN)
Pay Beg	Date on which the pay is expected to begin to be charged to the account/fund. (MMDDYY)
Pay End	Date on which pay is expected to end for the account/ fund. (MMDDYY)
Step	The step associated with the appointment. Steps for staff appointments have decimals; steps for academic appointments do not (e.g. 1.0 for staff but 1 for academic).
O/A	Code indicating if employee’s pay rate is off-scale or above scale. (Academic only)
Rate/Amount	The monthly or hourly pay rate associated with the distribution.
DOS	The DOS code indicates the type of compensation associated with the distribution. If the additional appointment is academic, use BYA. If the additional appointment is staff, use OTE for exempt positions and OTP or OTS for non-exempt positions, as applicable under FLSA.
PRQ	A code indicating the type of prerequisite provided. Leave blank for this action.
DUC	A system-derived code indicating a group to which a distribution is assigned for collective bargaining purposes. No entry required.

WSP	Type of work-study program. (Student appointments only)
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4. Press **Enter** to invoke range/value edits.
5. This is a one-function action. Proceed to *Review*.

Review

1. Make sure you have completed all the required data elements in the EAPP function.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the relevant documents in the employee personnel file.