

Dual and Multiple Employment Process

The following guidelines are provided to clarify processing payment in SCEIS when an employee engages in dual employment or multiple employment within the same agency.

Dual Employment/Multiple Employment within an Agency

The Dual Employment/Multiple Employment Action has been created to provide agencies with a process that generates the infotypes needed to pay employees subject to dual or multiple employment. Additionally, Business Process Procedures (BPPs) are available on the SCEIS website at <https://uperform.sc.gov/gm/folder-1.11.8912> with detailed information outlining the process from the creation of the position, establishing the dual employment related infotypes, entering work hours on the employee, to payroll processing reference. It is extremely important in Personnel Administration (PA) to utilize the Dual/Multiple Employment Action to establish PA related infotypes since key integration points impacting payroll and retirement administration have been configured as a part of the action.

The following guidelines are provided to clarify processing payment in SCEIS when an employee engages in dual employment or multiple employment between two state agencies.

Due to security restrictions, a central action is required when a dual or multiple employment situation occurs. Coordination between the agencies is required. The Secondary agency should initiate the dual or multiple employment request with the Primary agency. Upon approval of the employment arrangement, the Primary agency should submit a service desk ticket to the Division of State Human Resources with a copy of the Dual Employment Form or Multiple Employment Form. The Division of State Human Resources will perform a Central Dual/Multiple Employment Action creating Infotype 0554 and/or Infotype 0015 and the appropriate retirement code for the dual situation under the Primary Agency. The Division of State Human Resources will notify the agency of the completion of the request through the closure of the ticket.

Payments Based on Hourly Rate

Once the employee begins work at the Secondary agency, he will be required to submit a timesheet (either by fax, email, scan, etc.) for hours worked at the Secondary agency. This time entry process will not be available through ESS for the employee to complete and no workflow routing will occur between agencies. The Time Administrator at the Home agency will then key in the hours worked at Secondary agency using the standard CATS time-approval process and the appropriate Attendance Type, and the dual employment position number must be entered in the position field. For nonexempt employees, SCEIS will automatically manage overtime earnings between the two agencies. Overtime will be earned based on the approved work week of the Home agency. When the employee reaches overtime eligibility (works in excess of 40 hours based on Home agency's workweek), he will be paid time and a half based

on the schedule of the primary agency. This higher rate will be paid according to the cost allocation of the position in which he is working those excess hours. For example, he reaches 40 hours of work at Home agency and then works 5 hours at Secondary agency, the Secondary agency will pay the higher rate for the remaining hours worked.

Payments Based on Lump Sum

Lump sum payments may be granted to certain employees. Since temporary hourly employees are paid hourly, the option to process a “lump sum” amount should not be used for this employee category. These payments are processed on Infotype 0015 under either the Wage Type 1821 for Dual Lump Sum Payment or Wage Type 1825 Multiple Employment Lump Sum Payment. In both payment circumstances, the employee will receive only one check for work at both agencies. In addition, no hard edit will exist in the backend to monitor the earnings maximum of 30% of the employee’s annual salary. As currently required today, the agencies should monitor the dual earnings for compliance through reports. In addition, the Division of State Human Resources will monitor dual employment earnings to ensure compliance with the Division of State Human Resources. No hard edit exists to end the dual employment relationship at the expiration of the 12 months. This can be monitored/controlled through the start and end dates on Infotype 0554. Also, Monitoring of Tasks may be used to send notices regarding the Dual Employment expiration and the Dual Employment Salary Maximum.