

Requesting (Secondary) Department			
Personnel Number:		Employee Name: (Last, First, Middle)	
Department Name:			
Description of Job Duties to be Performed (if you require additional space, please attach additional pages):			
Duration of Job Duties and Proposed Compensation			
Date (MM/DD/YYYY):		Times (X:XX AM or PM):	Compensation:
From: _____		From: _____	Total Gross Salary:
To: _____		To: _____	Travel & Subsistence:
Total Hours:		Hours per Week:	Hourly Rate (if applicable):
IMPORTANT: Employees must give the primary and secondary employer advanced notice of all leaves of absence related to military service.			
Employee Signature: _____			Date _____
Authorized Requesting Agency Signature: _____			Date _____
HR Department Signature: _____			Date _____
Employing (Primary) Agency/Department			
Agency Code/Name:			
Dept. Name:			
Class Code:	Exempt	Non-Exempt	Pay Basis:
Description of Primary Duties:			
Actual Base Salary:		Supplement:	Total Salary:
Annualized Base Salary:			
Normally scheduled hours of work (include AM or PM): From: _____			To: _____
Is the requesting agency authorized to pay the employee travel and subsistence?		Yes: _____	No: _____
If necessary, have arrangements been made for employee to take annual leave or leave without pay to render the services described?		Yes: _____	No: _____
Authorized Employing Agency Signature: _____			Date _____
HR Department Signature: _____			Date _____
To be Completed the by Division of State Human Resources (DSHR)			
DSHR Comments:		Approved: _____	Disapproved: _____
Division of State Human Resources Director or Designee: _____			Date _____

IMPORTANT: Please make sure to include copies of the primary and secondary position descriptions when submitting a Dual Employment Request. Click "Submit Form" and an email will populate; include any attachments to the email before submitting.

Once all required signatures have been obtained and all attachments uploaded, please click "Submit Form." This will route the form to the Division of State Human Resources for review. Data Classification: Internal