

<u>Department</u>
O- _____

Dual Rate Form



If not typed, use black or blue ink. White paper only.		
Prepared By _____	Phone _____	Date _____
Deadlines for completed original to Human Resources: -At least two business days prior to beginning of dual rated work.		

Effective Date ____ / ____ / ____

Personal Data					
Prefix	First Name	Middle I	Last Name	Suffix	PeopleSoft Employee ID #

Dual Rate			
Base Position:			
Current Title:	Rate of Pay/hour:	Current CB Unit:	
	\$		
Dual Rate Position:			
Additional Title:	Rate of Pay/hour:	Dual Rate CB Unit:	<input type="checkbox"/> Full Time Dual Rate <input type="checkbox"/> Intermittent Dual Rate
	\$		
Difference in Pay per hour:	\$	Anticipated Start Date:	Anticipated End Date:

Justification for Dual Rate - Required:
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Please Note:

For individuals placed on an intermittent dual rate, the dual rate will be paid as an additional payment on top of their normal base rate pay. Each pay period, the department should report hours worked at the dual rate, and how many hours were regular as opposed to overtime. The department should make every effort to report those hours by 10 AM on Payroll approval days. Late time may not be added to pay until the next pay period.

Those placed on a full time dual rate will receive all hours for the pay period at the new rate. Individuals placed on these dual rates *must* have an Anticipated End Date indicated, and a new form should be submitted if the dual rate is to be renewed.

Human Resources will review dual rates for appropriateness and proper calculation of the dual rate.

Approvals:

Recommended Date

Approved Date

Recommended Date

Human Resources Approval Date