



904.1.1f – Dual Employment Certification Form (CP-30)

Request for Additional Payment to Employee for Work Performed for another State Agency

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to the payroll department as authorization to pay the borrowed employee his/her additional salary. The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

SECTION ONE	
CERTIFICATION BY BORROWING AGENCY	Analysis of Payment to Parent Agency (Fill in as Applicable)
Name of Agency	Salary for Services..... \$ _____
Name of Employee	Matching Retirement..... _____
Nature & Location of Work Performed	Matching Social Security..... _____
Dates Worked	Indirect Expense..... _____
Rate & Time if Appropriate	Direct Cost..... _____
Agency Code and Subhead	Total Payment Due Parent Agency..... \$ _____
Signature of Contracting Agency Official	
SECTION TWO	
CERTIFICATION BY PARENT AGENCY	
Name of Agency	<p>We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for <i>his/her</i> services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment."</p> <p>_____ Employee</p> <p>_____ Immediate Supervisor</p> <p>_____ Department Head</p>
Name of Employee	
Classification, Rank or Title	
Position Number Social Security Number	
Agency Code Subhead Code Retirement Code	
I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$ _____ in addition to regular salary.	
Budget Officer (Parent Agency)	

(Submit original and two copies.)

Payroll

Budget File

Borrowing Agency