CP-30 Dual Employment Instructions

Q: Who qualifies to be paid via a CO-30 Dual Employment form?

A: Any individual who is a full-time employee of another North Carolina state agency, and who is providing a service to Appalachian State University. Employees of community colleges and county public school systems do not qualify, as they are employed by local boards of education & boards of trustees. It is the department’s responsibility to verify that the borrowing employee has received prior approval from his/her institution for the dual employment service.

Q: How do I fill out the CP-30 Dual Employment form?

A: Since Appalachian State University is classified as the Borrowing Agency, the Name of Agency should be listed as ASU, as well as the department’s name who is utilizing the individual. The Name of Employee is the individual whose services are being borrowed. The Nature & Location of Work Performed is where the information regarding the type of service the individual is providing should be entered. Enter the date(s) that the individual provided the service on the Dates Worked line. Rate & Time if Appropriated is where the agreed upon flat rate is listed, or if a per hour rate, the time that the individual worked should be present. The Fund and Account line is where the fund number and account number the payment will be issued from should be entered. The account code is always 719400 (Employee on Loan). The Signature approval lines should include two signatures of individuals who have fund authority, as well as Vice Chancellor approval if the total payment amount exceeds $1,500.00. Approval from Special Funds is required if the fund being used falls under their jurisdiction. The Salary for Service should have the base rate that is being paid, with only the Matching Social Security amount (.0765) added to that for the Total Payment Due Parent Agency line. Any Travel and Subsistence expenses that may be approved are to be paid directly to the employee, and not to the Parent Agency (commuting expenses may not reimbursed), and should not be listed on the CP-30 form. The only information to be input on the Certification by Parent Agency area of the form is the Name of Agency (the state agency who is the individual’s employer) and the Name of Employee. The remaining information and signatures will be filled out by the Parent Agency upon payment being received.

If you have any further questions feel free to contact Sarah Holder (828-262-6406), or Myra Hayler (828-262-6738) with the Accounts Payable Department.