Job Aid – Setting Up Dual Appointment

Dual Appointment set up will be required for employees with two jobs that exceeds 1.0 FTE. This job aid reviews the process for initially setting up Dual Appointment during the hire process and correcting Dual Appointment after the employee has been hired.

Pre-Approval Process
There must be approvals in place before setting up a Dual Appointment. Complete the Dual Appointment form (found in the Human Resources section of the UCPath Dashboard) with the necessary approval and attach it to the Hire Template.

If it’s not possible to attach the form then include in the comments the name of the person who authorized the Dual Appointment. Note that UCPC may deny transactions without the completed Dual Appointment form.

Option 1: Setting Up Dual Appointment DURING Initial Hire

In the Concurrent Hire Template (staff or academic), enter the Reason code of Concurrent Hire – Dual Employ.

In the Job Data tab, enter the appropriate information on the Location Use End Date field and Location Use Type field under UC Job Data.

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Option 2: PayPath Action to Correct to Dual Appointment AFTER Hire

In the Job Data tab of the PayPath Actions page, enter the appropriate information on the Location Use End Date field and Location Use Type field under UC Job Data.

Setting Up One-Time or Recurring Payment for the Dual Appointment

Once the Dual Appointment has been set up, additional action is required to set up pay for the appointment using the following Earn Codes:

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Description</th>
<th>How to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>DES</td>
<td>Dual employment straight -hours only</td>
<td>Establish the hourly rate on the dual employment job and submit hours and earn code through local time and attendance system</td>
</tr>
<tr>
<td>DEP</td>
<td>Dual employment premium – hours only</td>
<td>Establish the hourly rate on the dual employment job and submit hours and earn code through local time and attendance system</td>
</tr>
<tr>
<td>DEE</td>
<td>Dual employment exempt – amount only</td>
<td>Establish flat amount directly through UCPath: One time pay module or Recurring additional pay module</td>
</tr>
</tbody>
</table>

To submit pay for amount only, you will need to submit a one-time pay or recurring additional pay as applicable.

One-Time Pay Page

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# Recurring Additional Pay Page

![UCPATH](https://example.com/uclaucpath.png)

### Self Service Additional Pay

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP ID</td>
<td>EMP Record</td>
</tr>
</tbody>
</table>

### New Additional Pay

- **Earnings Code**
- **Effective Date** 12/10/2013
- **Payment Details**
  - **Addl Seq #**
  - **Reason**
  - **Pay Period Amt**
  - **Goal Amount**

### UCPath Enhancements

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