



Department of Human Resources

Concurrent Employment Request Process Guide

Created by:

Michelle Thomisee – Manager of Compensation & Classification

Amber O’Hanlon – Sr. HR Compensation Consultant

Revision Number 1.4

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What is a Concurrent Position?

This guide will help you understand and utilize the redesigned Concurrent Position Request Process (referenced as the Process in this document). This Process was created to maintain compliance with applicable laws and consistency in employment when concurrently employed by two state agencies/institutions or two positions within UAMS.

An employee may be concurrently employed by two state agencies/institutions or in two separate positions at one agency/institution (regular, extra help or combination) if approved by the Director of Arkansas Department of Higher Education and the agency or institutions approval authority. If an employee already works in another state agency/institution or UAMS, a concurrent request must be submitted for a second assignment/position.

This request must be approved prior to the employee performing the duties of the secondary position, and must be renewed at the beginning of each fiscal year.

Definitions

CONCURRENT EMPLOYMENT: Services concurrently provided by a state employee for two (2) or more institutions/agencies. Also, under certain circumstances, an employee may be concurrently employed by the same institution/agency.

PRIMARY EMPLOYER: The State institution/agency having primary control over the services of the employee.

SECONDARY EMPLOYER: The State institution/agency engaging for compensation the services of any employee for whom it is not the primary employer.

Impacted Areas

Requesting Department

HR Compensation

HR Records

When do I submit a Concurrent Employment Request?

Concurrent positions are not identified as concurrent until a candidate is selected and must follow the hiring process for approval. Once you have obtained approval to fill a vacant position, the position must be posted. A candidate can then be selected. If the selected candidate is employed by another state agency/institution or UAMS, a Concurrent Employment Request must be completed and attached to the requisition. This request must be submitted 10 business days prior to proposed start date.

EXCEPTION: Instructor, Student, RN and APRN positions are allowed to be created as 'Hold Do Not Post' requisitions.

As a requester, you are responsible for ensuring the primary and secondary employer fields are completed on the concurrent request form before submitting the request.

The concurrent employment request form can be found at the link below:

<https://hr.uams.edu/files/2012/05/Concurrent-Employment-ADHE.pdf>

How do I complete a Concurrent Position Request Form?

Complete the form with the following information: (see reference form on page 7)

Employee Information

This information pertains to the selected candidate.

1. **Employee's Name:** Enter the employee's name and SAP Number as it appears in SAP/ ESS-HR Actions.
2. **Type of Request:** Concurrent

Primary Employer Information

3. **Primary Employer Information:**

- **Employer:** Enter the name of organization and department of the primary employer for this request (for example: UAMS - Human Resources).
- **Address:** Enter the primary employer's complete mailing address.
- **Phone Number:** Enter the phone number, including area code, for the department Human Resources Representative/Supervisor.
- **Contact Person:** Enter the name of the department Human Resources Representative/Supervisor for the primary employer.
- **Email Address:** Enter the email address of the department Human Resources Representative/Supervisor for the primary employer.

4. **Primary Employment (continued):**

- **Job Title:** Enter the primary job title (if the employee is working for UAMS enter the state job title)
- **Position Number:** Enter the position number of the employee's primary position as listed in SAP (if the primary job is with UAMS).
- **Pay Grade:** This field only applies to classified employees. Enter the pay grade for the employee's primary position.
- **FLSA Status:** Classified = Non Exempt. Faculty and Non-Classified = Exempt.
- **Salary:** Enter the employee's salary for the primary position. Please enter the annual rate and not the hourly rate.
- **Line Item Max:** Enter the maximum salary for the title of the primary position. See UAMS's Appropriation Act for faculty and non-classified titles.
- **Employment Dates:** Enter the employee's hire date and end date ("present" can be used as the end date).
- **Work Days:** Enter the work days for the employee's regularly scheduled work day for the primary position. Be sure to abbreviate days to save room (i.e., M/W/F and T/Th or M-F).
- **Work Times:** Enter the "start" and "end" times of the employee's regular work schedule for the primary position.

5. **Primary Employment (continued):**

- Duties Performed and Explanation/Justification: Enter a summary of the duties the employee performs in the primary position.

6. Primary Employment (continued):

- Signature of Primary Approving Authority: The Budget Administrator needs to add his/her signature to the section. This is confirmation that the position is budgeted and capable of being filled.

Secondary Employer Information

7. Secondary Employer Information:

- Employer: Enter the name of organization and department of the primary employer for this request (for example: UAMS - Human Resources).
- Address: Enter the secondary employer's complete mailing address.
- Phone Number: Enter the phone number, including area code, for the department Human Resources Representative/Supervisor.
- Contact Person: Enter the name of the department Human Resources Representative/Supervisor the primary employer.
- Email Address: Enter the email address of the department Human Resources Representative/Supervisor for the secondary employer.

8. Secondary Employment (continued):

- Job Title: Enter the secondary job title (if the employee is working for UAMS enter the state job title).
- Position Number: Enter the position number of the employee's secondary primary position as listed in SAP (if the secondary job is with UAMS).
- Pay Grade: This field only applies to classified employees. Enter the pay grade for the employee's primary position.
- FLSA Status: Classified = Non Exempt. Faculty and Non-Classified = Exempt. - Salary: Enter the employee's salary for the secondary position. Please enter the annual rate and not the hourly rate.
- Line Item Max: Enter the maximum salary for the title of the primary position See UAMS's Appropriation Act for faculty and non-classified titles.
- Employment Dates: Enter the anticipated start date and end date for the employee's secondary assignment. Please note that the end date cannot extend beyond the current Fiscal Year.
- Work Days: Enter the anticipated work days for the employee's secondary position. Be sure to abbreviate days to save room (i.e., M/W/F and T/Th or M-F). If this position is "as needed" and does not have a regularly scheduled day, insert "Outside Primary Position".

- Work Times: Enter the “start” and “end” times of the employee’s secondary position. If this position is “as needed” and does not have a regularly scheduled time, insert “Outside Primary Position”.

9. Secondary Employment (continued):

- Duties Performed and Explanation/Justification: Enter a summary of the duties the employee performs in the secondary position.

10. Secondary Employment (continued):

- Signature of Secondary Approving Authority: The Budget Administrator for the secondary department needs to add his/her signature to the section. This is confirmation that the position is budgeted and capable of being filled.

CLEAR



Arkansas Division of Higher Education

Concurrent Employment and Other Compensation Request

Employee's Name: [Redacted] Type of Request: Concurrent: Other Compensation:

INSTRUCTIONS

PRIMARY EMPLOYER

SECONDARY EMPLOYER

Employer	[Redacted]	[Redacted]
Address	[Redacted]	[Redacted]
Phone Number	[Redacted]	[Redacted]
Contact Person	[Redacted]	[Redacted]
Email Address	[Redacted]	[Redacted]
Job Title	[Redacted]	[Redacted]
Line Item Number	[Redacted]	[Redacted]
Pay Grade	[Redacted]	[Redacted]
FSLA Status	Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/>
Salary	[Redacted]	[Redacted]
Line Item Max	[Redacted]	[Redacted]
Employment Dates	[Redacted]	[Redacted]
Work Days	[Redacted]	[Redacted]
Work Times	[Redacted]	[Redacted]
Duties Performed and Explanation/Justification	[Redacted]	[Redacted]

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The submission of this request to the Director of the Division of Higher Education certifies that:

- (1) The additional duties performed for the secondary employer by the employee named herein will not interfere with the proper and required performance of the employee's primary duties;
- (2) All wages paid to the employee will be in compliance with applicable provisions of the Fair Labor Standards Act including, but not limited to, over time provisions. The employee will take accrued leave, or work make-up time, for any secondary hours worked that are in conflict with primary hours of work; and,
- (3) The combined salary payments from the secondary and primary employers will not exceed the larger maximum annual salary of the line-item position authorized for either agency/institution from which the employee is being paid (unless the employee is secondarily employed in a teaching position pursuant to Arkansas Code Annotated 19-4-1604(b) which allows employees to teach temporarily.

Check here if ACA 19-4-1604(b) is applicable

[Redacted] 6

[Redacted] 10

Signature of Primary Approving Authority

Signature of Secondary Approving Authority

Arkansas Division of Higher Education

Based on the information provided ADHE recommends that this request be:

[Redacted] Approved Denied [Redacted]

Administrator, Division of Higher Education [Redacted] Date

ACTION TAKEN:

[Redacted] Approved Denied [Redacted]

Director, Division of Higher Education [Redacted] Date

Revised 6/2019

Do not write in this area

How long does the approval process take?

Once a complete and accurate request form is submitted to HRComp, it will then be sent to ADHE for approval within 2 business days. When HRComp receives the approved request from ADHE (typically within 3-5 business days), the requester and HR Records will be notified via MyCompass.

How do I request the position to be allocated?

New allocation request will follow the current Position Management Process and will be submitted in MyCompass as a new position to post.

How do I renew a Concurrent position?

Each concurrent position will expire the last day of the fiscal year, if no end date is requested, and must be renewed before the employee can continue working in the position. Concurrent renewals will be processed in MyCompass and must follow the Position Management Process for approval. Renewals will be 'Hold Do Not Post' requisitions and a new Concurrent Request Form will need to be attached to the requisition.

How do I term a Concurrent employee?

If an employee will be ending concurrent job before the end of the fiscal year, you may term the employee in the position by sending a Service Now request to the HR Solutions Center. Please include the employee's SAP number, concurrent position number and the effective date of the termination.

If an employee needs to be termed in all positions, both primary and concurrent, please follow the standard termination process.

Exception Process

To ensure compliance with applicable laws and consistency in employment when concurrently employed by two state agencies/ institutions or in two positions within UAMS no exceptions to this process are allowed.

Notes of Importance

SAP cannot combine two part-time positions for the purposes of applying leave, benefits, etc. If someone is working two jobs at UAMS under concurrent employment, one of the follow scenarios will need to be met: the primary job must be 100% time, the concurrent role must be temporary, or both jobs must be temporary or total less than 50% time.

Concurrent employment shall be limited in duration to the specific time frame approved and cannot exceed twelve (12) months or extend beyond fiscal years without approval.

All concurrent employment requests are subject to the approval prior to starting the concurrent position.

Please send any questions to HRComp@uams.edu

Policies/Guidance

Arkansas Code Annotated §§ 6-63-307 & 19-4-1604

UAMS Policy [4.3.02](#), Definition of Workday, Shift and Pay Provisions

UAMS Policy [4.20.1](#), Overtime Compensation

UAMS Policy [4.2.02](#), Compensatory Time

UAMS Policy [4.2.11](#), Paying Excess Hours for Exempt Personnel

UAMS Policy [4.3.01](#), Use of ACCUTIME (KRONOS) Time and Attendance System

UAMS Policy [4.5.32](#), Concurrent Positions

Version Control Table

Version Number	Created/Updated By	Date
1.4	Amber O'Hanlon	11-25-2019
1.5	Amber O'Hanlon	4-26-2022