



Office of Human Resources

# Concurrent Employment Request Process Guide

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OHR Compensation & Classification

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## What is a Concurrent Position?

This guide will help you understand and utilize the Concurrent Position Request Process. 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 Arkansas Division 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.

## 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 offer requisition. This request must be submitted 10 business days prior to proposed start date.

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 on the [Total Rewards website](#).

## How do I complete a Concurrent Position Request Form?

Complete the form **electronically** with the following information: (see example form on page 6)

### Employee Information

This information pertains to the selected candidate.

1. **Employee's Name:** Enter the employee's name and ID Number as it appears in Workday.
2. **Type of Request:** Concurrent

### Primary Employer Information

#### 3. Primary Employer Information:

- **Employer:** Enter the name of organization of the primary employer for this request (*Example: UAMS*).
- **Address:** Enter the primary employer's complete mailing address (*Example: UAMS: 4301 W Markham, Little Rock, AR 72205*).
- **Phone Number:** Enter the phone number, including area code, for the department Human Resources Representative or Supervisor.
- **Contact Person:** Enter the name of the department Human Resources Representative or Supervisor for the primary employer.
- **Email Address:** Enter the email address of the department Human Resources Representative or 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. This can be found on the employee's Workday profile > Compensation tab > Compensation Grade. *Example: Departmental Manager, Project/Program Specialist..*)
- **Position Number:** Enter the position number of the employee's primary position as listed in WORKDAY (if the primary job is with UAMS).
- **Pay Grade:** This field only applies to classified employees. For UAMS positions, this field will be blank.
- **FLSA Status:** Hourly = Non-Exempt. Salaried = Exempt.
- **Salary:** Enter the employee's salary for the primary position. Please enter the annual rate and not the hourly rate.
- **Line-Item Max: Line-Item Max:** Leave blank and OHR will fill this amount in.
- **Employment Dates:** Enter the employee's hire date and end date ("present" can be used as the end date).
- **Work Days:** Enter the workdays for the employees' regularly scheduled workday 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/ Supervisor / Human Resources Representative 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 of the secondary employer for this request (*Example: UAMS*).
- **Address:** Enter the secondary employer's complete mailing address (*Example: UAMS: 4301 W Markham, Little Rock, AR 72205*).
- **Phone Number:** Enter the phone number, including area code, for the department Human Resources Representative or Supervisor.
- **Contact Person:** Enter the name of the department Human Resources Representative or Supervisor for the secondary employer.
- **Email Address:** Enter the email address of the department Human Resources Representative or 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. This can be found on the employee's Workday profile > Compensation tab > Compensation Grade. *Example: Departmental Manager, Project/Program Specialist..*)
- **Position Number:** Enter the position number of the employee's secondary position as listed in WORKDAY (if the primary job is with UAMS).
- **Pay Grade:** This field only applies to classified employees. For UAMS positions, this field will be blank.
- **FLSA Status:** Hourly = Non-Exempt. Salaried = Exempt.
- **Salary:** Enter the employee's salary for the secondary position. Please enter the annual rate and not the hourly rate.
- **Line-Item Max:** Leave blank and OHR will fill this amount in.
- **Employment Dates:** Enter the employee's hire date and the end date of the current fiscal year (*Example: 6/30/2027*)
- **Work Days:** Enter the workdays for the employee's regularly scheduled workday for the 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 regular work schedule for the primary position. If this position is "as needed" and does not have a regularly scheduled day, 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 Primary Approving Authority: The Budget Administrator/ Supervisor / Human Resources Representative needs to add his/her signature to the section. This is confirmation that the position is budgeted and capable of being filled.

 <b>Arkansas Division of Higher Education</b> <b>Concurrent Employment and Other Compensation Request</b>		<b>CLEAR</b>
<b>Employee's Name:</b> <input type="text" value="Mickey Mouse"/>		<b>Type of Request:</b> Concurrent: <input checked="" type="checkbox"/> Other Compensation: <input type="checkbox"/>
<u>INSTRUCTIONS</u>	<u>PRIMARY EMPLOYER</u>	<u>SECONDARY EMPLOYER</u>
Employer	<input type="text" value="UAMS - COP Dean's Office"/>	<input type="text" value="UAMS - COP - Poison Control"/>
Address	<input type="text" value="4301 W Markham, Slot 522, LR, AR 72205"/>	<input type="text" value="4301 W Markham, Slot 522, LR, AR 72205"/>
Phone Number	<input type="text" value="501-686-5559"/>	<input type="text" value="501-686-5559"/>
Contact Person	<input type="text" value="Heather Brewer"/>	<input type="text" value="Heather Brewer"/>
Email Address	<input type="text" value="habrewer@uams.edu"/>	<input type="text" value="habrewer@uams.edu"/>
Job Title	<input type="text" value="Clinical Technician I"/>	<input type="text" value="Clinical Technician I"/>
Line Item Number Pay	<input type="text" value="P20011111 / 55"/>	<input type="text" value="P00011111 / 55"/>
Grade	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
FLSA Status	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Salary	<input type="text" value="\$15/hr - \$7,800 @ 25%"/>	<input type="text" value="\$15/hr - \$7800 @ 25%"/>
Line Item Max	<input type="text" value="\$77,064"/>	<input type="text" value="\$77,064"/>
Employment Dates	<input type="text" value="5/20/24 to current"/>	<input type="text" value="7/1/25 to 6/30/26"/>
Work Days	<input type="text" value="PRN as needed/shifts Vary"/>	<input type="text" value="Outside primary position"/>
Work Times	<input type="text" value="PRN as needed/shifts Vary"/>	<input type="text" value="Outside primary position"/>
Duties Performed and Explanation/Justification	<input type="text" value="Will be working with Dr. Ashok Philip, Assoc Dean for Student Services, helping with student activities, performing in an ambassador capacity for prospective students, helping with major student events such as graduation, white coat, convocation, student awards, etc."/>	<input type="text" value="Will be working in the AR Poison Control and Drug Info center, a 24/7 365 day call center. they will be working with the call center staff and helping to cover vacations, holidays and weekends."/>
<p>The submission of this request to the Commissioner of the Division of Higher Education certifies that:</p> <p>(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;</p> <p>(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,</p> <p>(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.</p> <p><input type="checkbox"/> Check here if ACA 19-4-1604(b) is applicable</p>		
Heather Brewer <small>Digitally signed by Heather Brewer Date: 2025.05.14 12:38:23 -0500</small>		Heather Brewer <small>Digitally signed by Heather Brewer Date: 2025.05.14 12:38:43 -0500</small>

## How long does the approval process take?

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

## How do I renew a Concurrent position?

Each concurrent position will expire on 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 outside of Workday. Your HR Representative will provide you with instructions on that process.

## How do I know which position needs to be primary?

The benefits-eligible position will need to be primary.

*Example:* An employee is currently working at UAF in a 20% FTE position and accepts a full-time position (100% FTE) at UAMS. UAMS would become the employee's primary position because it is the benefits-eligible position.

## If neither position is benefits eligible, is the current position the primary?

Yes, the current position will remain the primary position.

*Example:* An employee is currently working at UAF in a 20% FTE position and accepts a 20% FTE position with UAMS. Neither are benefits eligible so UAF will remain primary.

## 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

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 ADHE approval prior to starting the concurrent position.

Please send any questions to [HRComp@uams.edu](mailto: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