
BACKGROUND:

In Core-CT, proper steps must be followed when placing an employee in a Dual Employment assignment. Ensuring the proper steps are followed is important to ensuring that an employee's pay and benefits are not negatively impacted. Use this job aid to guide you through the steps once the Dual Employment assignment has been fully approved. To view the full Dual Employment policy, refer to DAS General Letter No. 204-Dual Employment, located at the following link: <http://das.ct.gov/fp1.aspx?page=185>

CONSIDERATIONS:

In completing the required Dual Employment Request Form, CT-HR-25, the following determinations will have already been made:

1. How many active jobs (employment records) the employee currently has, which may be one or more.
2. Which of the multiple jobs is the 'Primary' job assignment:
 - In general, the designation 'Primary Job' is the job in which the employee works the greater number of hours. If both positions have an equal number of hours, the 'Primary Job' is the job in which the employee was first appointed.

PROCESS:

Following receipt of the approved Form CT-HR-25, the hiring agency effectuates the Dual Employment assignment by entering the transaction in Core-CT.

Navigate to: *Workforce Administration > Job Information > Add Employment Instance*

- Enter the Employee ID and select 'Add Relationship'. Job Data will open.
- Important! Note the 'Empl Record' number. An employee's first employment record is record '0'. Any subsequent employment records are sequentially assigned. If the 'Empl Record' number is higher than anticipated based on the number of current active jobs identified on the Form CT-HR-25, **STOP**. Immediately contact the DAS/Core-CT HR Unit to determine whether an existing, inactive employment record may be used for the transaction. Alternatively, if it is found upon DAS review that the employee has *active* jobs beyond those identified on Form CT-HR-25, you will be instructed to contact the DAS/SHRM Business Rules Unit for further guidance. *If dual employment is being considered for an employee who already has more than one job, approval from the DAS/SHRM Business Rules Unit may be required prior to the approval of the Form CT-HR-25. Refer to General Letter 204.*
- Enter the appropriate effective date.

Dual Employment Processing

Last Updated: June 2017



- Enter an Action of "Hire" and a Reason of "Dual Employment". Note: If using an existing, inactive record within your own Department, navigate to the appropriate Employment Record in Job Data and use an Action of "Rehire" and a Reason of "Dual Employment". If directed to use an existing inactive record from another department, the Rehire transaction will be entered by DAS/Core-CT HR Unit staff, using the standard Rehire process.
- Ensure the 'Job Indicator' field is properly defined. Remember: *An employee must have one, but only one 'Primary' job.*
 - If the original job is to remain 'Primary', the 'Job Indicator' of the new job must be set to 'Secondary'.
 - If the new job will become the 'Primary' job, this will have already been agreed to by all parties when completing the Form CT-HR-25. When the dual employment Hire or Rehire action is complete, contact the employee's current agency to ensure the current agency has entered a 'Data Change – General Data Change' transaction into Core-CT, effective the same date as the dual employment assignment, to change the 'Job Indicator' field on the current agency's employment record from 'Primary' to 'Secondary'.

The above steps are important as they have a direct impact on employee benefits.

- All other information in Job Data will be completed in the same manner as any new hire.
- Once Job Data is saved, access to the employee's Personal Data becomes available. Note: The agency with the 'Primary' employment record is the agency responsible for maintaining Personal Data. Changes to Personal Data should not be made by the employing agency with the 'Secondary' job.

Once the Secondary assignment ends:

- Job Data must PROMPTLY reflect the termination using the 'Non-perm Appt Ended' reason code.
- Upon termination, consideration must again be given to the appropriate setting of the Job Indicator of the remaining, active job. Contact the agency with the remaining active job, if needed, to coordinate.
- When an agency expects to rehire an employee within a short period of time whose dual assignment has ended, the agency should note this in Notepad. This will prevent the DAS Core-CT HR Unit from allowing use of that record by another agency.

If needed, refer to the Hiring an Employee and Hire/Rehire job aids for additional information.