# REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE

**FOR WORK PERFORMED AT ANOTHER STATE AGENCY** (form CP30FORM)

# (Based on CP-30 Dual Employment Certification Form)

Instructions: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the Borrowing Agency will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee ’s services as evidenced by their completion of Section One below. Upon completing Section Two, the Parent Agency budget officer will send the original to his payroll clerk as authorization to pay the borrowed employee his/her additional salary.

The second copy will be filed by Parent Agency and the third copy will be returned to the Borrowing Agency. It is the reponsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

Analysis of Payment to Parent Agency

(Fill in as Applicable)

Salary for Services.....................................

\* Travel ...................................................... NA

\* Subsistence............................................. NA

Gross due Employee ................................. NA

Matching Retirement.................................. NA Matching Social Security ..........(@ 7.65%) Indirect Expense ........................................ NA

Direct Cost ................................................. NA

Total Payment Due Parent Agency ...........

\*Borrowing Agency is assuming liability for accuracy and statutory compliance for these items.

CERTIFICATION BY BORROWING AGENCY

Name of Agency

Name of Employee

Nature & Location of Work Provided

Dates Worked

Rate & Time if Appropriate

Agency Code and Subhead

Signature of Contracting Agency Official

|  |  |
| --- | --- |
| CERTIFICATION BY PARENT AGENCY | |
| Name of Agency    Name of Employee  Classification, Rank or Title  Position Number Social Security Number  Agency Code Subhead Code Retirement Code  I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount  of $ in addition to regular salary.  (This is for Payroll purposes and should not include travel and subsistence.)  Budget Officer (Parent Agency) | We hereby certify that the actual work and the related travel time were both performed on the employee’s own time, outside of regular scheduled working hours, and that the employee has not used “company time” to prepare for his services to the borrowing agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, “Uniform Statewide Policy on Dual Employment.”  Employee  Immediate Supervisor  Department Head |