CAH Procedure for Dual Compensation and Under 30 day Form

The department/program should send **ALL** Dual Compensation and Authorization for Payment of Personal Services *(Under 30 Day)* forms to the CAH Coordinator of Administrative Services (currently Suzanne Lin). She will review over the forms and have it budget checked (if needed). The CAH Coord. of Admin. Services will give the paperwork to the Director of Budget and Personnel for CAH (currently Cathy Radzai) for approval. She will sign the Request for UCF Dual Compensation form as the Dean/Director of Primary Department if the employee is paid from one of CAH departments/programs. If the employee primary department is not assigned in one of CAH departments/programs, the CAH Director will only review the paperwork.

Once the paperwork has been approved by CAH it will be sent onto HR for processing or back to the respective secondary department (other than CAH department/program if requested) for their area to process onto HR.

**Forms:**

*Request for UCF Dual Compensation form* is used when an employee who is working at a 1.0 fte (40 hours a week) is doing additional work. This form would be used with the Authorization for Payment of Personal Services for under 30 days of work or if over 30 days of work, the Dual Comp form would need to have an ePAF and the ePAF number should be written on the top right hand corner of the form for reference. The ePAF would need to be created by the secondary funding department. Please make sure the form is completely filled out and all of the signature lines are signed. If employee is primarily in your area, you will sign as primary and/or if secondary you will sign as secondary. If only secondary and the employee doesn’t fall under CAH, please make sure the Dean/Director of Primary Department signature line has been signed before sending to the CAH Coord. of Admin. Services.

To locate the Dual Compensation form go to the Human Resources website under forms or go to: [http://hr.ucf.edu/web/forms/records/dual_comp.pdf](http://hr.ucf.edu/web/forms/records/dual_comp.pdf)

A copy has been provided to you about the new procedures but for more information on the new procedure please go to:

[http://www.hr.ucf.edu/web/forms/payroll/DUAL%20COMPENSATION%20GUIDELINES.pdf](http://www.hr.ucf.edu/web/forms/payroll/DUAL%20COMPENSATION%20GUIDELINES.pdf)
Authorization for Payment of Personal Services form is used for a one time payment for an employee that is employed at UCF and this employment doesn’t not constitute employment great than a 1.0 fte. The form is also used along with the Dual Comp for an employee at UCF and this employment constitutes more than a 1.0 fte. Please make sure the Authorization for Payment of Personal Services form is filled out completely and signed by the Chair/Director.

To locate the Authorization for Payment of Personal Service form, go to the Human Resources website under forms or go to: http://hr.ucf.edu/web/forms/payroll/under30.pdf

Please contact Ms. Suzanne Lin by e-mail at Suzanne.Lin@ucf.edu or by phone at 407-823-3940 with any questions.