

**AGREEMENT FOR DUAL EMPLOYMENT OF AN
EMPLOYEE RESULTING IN MULTIPLE PAYMENTS**

We agree that the employee identified below will be employed in a dual employment arrangement. The employee will fill a position on a temporary or intermittent basis in addition to the employee's regular employment. (Reference Texas A&M University System Regulation 33.99.06, Administration of Multiple and Dual Employment and Texas A&M University Standard Administrative Procedure [31.01.99.M0.02](#), Approval Procedures for Supplemental Compensation and Dual Employment). The additional employment will not interfere with nor conflict with the employee's current position and responsibilities.

Employee Name _____

Employee UIN _____

Current Employment:

Additional Employment:

Dept. _____

Dept. _____

Adloc _____

Adloc _____

Title _____

Title _____

PIN _____

PIN _____

Period of
Employment _____

Period of
Employment _____

Rate of Pay _____

Rate of Pay _____

Percent Effort _____

Percent Effort _____

**PLEASE COMPLETE THE FOLLOWING ENTRIES FOR DUAL EMPLOYMENT OF A
NONEXEMPT EMPLOYEE:**

Required overtime payments for nonexempt employees eligible for overtime will be made by the _____ department and will be calculated based on the salary of the highest paid position in which the employee is working.

I agree with method of payment for overtime _____
(Employee) (Date)

Head of Current Department Date

Head of Employing Department Date

State law requires you be informed of the following:

- (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.