

## Overview

This SOP describes the process for entering a dual appointment for a UGA employee in OneUSG Connect, UGA's online HR/Payroll system. The data entry process is managed at the Central HR level by the Dual Appointment Coordinator.

The Dual Appointment process requires several entities from both institutions (the Home Institution and the Requesting Institution) to review and approve the dual appointment outside of OneUSG Connect. The process can take up to 10 weeks for all of the reviews and approvals that are needed, so planning is essential when considering a dual appointment. See UGA's Dual Appointment resources and the USG Dual Appointments Policy [here](#) for relevant policy information and further guidance. **The best "first step" is to contact UGA's Dual Appointment Coordinator by [email](#) or phone: 706-542-2222.**

Once the dual appointment has been reviewed and approved by all required entities (OFA for faculty, President/Provost Office, Dual Appointment Coordinators), the Central HR department of the employee's Home institution enters the appointment information into the Workforce Administration (WFA) module of OneUSG Connect.

## Roles and Responsibilities

Roles involved in the dual appointment process include the following:

- **Employee:** Requests a dual appointment after discussion with requesting institution.
- **Employee's Manager or Department HR Practitioner:** discusses the dual appointment opportunity with the employee and the requesting institution to work out details of the dual appointment.
- **Home Institution Dual Appointment Coordinator (resides in UGA Central HR):** assists the employee and the employee's manager or department HR practitioner to complete the Dual Appointment Agreement. Receives all approvals and enters the details into the WFA module in OneUSG Connect.
- **Requesting Institution Dual Appointment Coordinator:** works with the Home Institution's Dual Appointment Coordinator to complete the Dual Appointment Agreement.

## Key Process Steps

1. **The employee, employee's manager or department HR practitioner, and the Dual Appointment Coordinators for both institutions determine the terms of the dual appointment outside of the OneUSG Connect system.**

See the [USG Dual Appointment Coordinators Directory](#) for a list of all USG Institution Dual Appointment Coordinators.

2. Once the [Dual Appointment Agreement \(see appendix\)](#) has been executed, including signatures of both institution presidents, the details of the dual appointment can be entered into OneUSG Connect by the Home Institution (UGA).
3. UGA Central HR/Dual Appointment Coordinator enters the Dual Appointment information from the completed Dual Appointment Agreement into OneUSG Connect and contacts the Dual Appointment Coordinator at the Requesting institution to complete the process.  
You will need the information from the Dual Appointment Agreement.
4. If the dual appointment is for a compensated position, UGA Central HR/Dual Appointment Coordinator will enter a request for Supplemental Pay in OneUSG Connect.  
For up-to-date information/instruction regarding Supplemental Pay, please see the [Requesting Supplemental Pay page](#) in the OneSource Training Library.

## Relevant Resources

List of resources and links:

- [Dual Appointment Policy and Links](#)
- [Dual Appointment Agreement \(see appendix\)](#)
- [Dual Appointment workflow \(non-OneUSG Connect\):](#)
- [USG Dual Appointment Coordinators Directory](#)
- [Requesting Supplemental Pay page](#)

## Approval

Name	Date
Mike Gorman	December 2018 April 2019