**Instructions for Completion of Dual Employment Form**

Fill in your name and employee ID number on the first line

In the **first table** enter the following for each institution (including CCSU):

 Core-CT Record # - *leave this box blank (HR will complete this)*

Agency/Work Location – enter university or college name

Job Title

Course(s) – include all that will be taught at that institution

LH - total load hours for the institution

Start date of the Assignment – **Enter the actual date the employee is first scheduled to**

 **teach/work. This date may or may not be the start of the semester.** (Do not enter the

 semester start date unless the employee is actually scheduled to teach on that date.)

In the **second table** enter the work hours on the same line that was used in the first table

Note the start time and end time for each day the course(s) are taught. If multiple courses are taught on a day, note the start time of the earliest course and the end time of the latest course for that day.

If this is an online course, check the online block and add schedule. If no schedule check the following – ‘schedule varies and will not conflict with other assignments’.

**Employee Acknowledgement Box**

Read and initial the General and Compensation statements as applicable

Print your name, sign and date the form

**Example:** You are teaching at CCSU on Friday & Tuesday and MCC on Monday…note entry below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Core-CT Record #** | **Agency and Assignment Work Location** | **Job Title or Major Duties**  | **Course ID** **(Higher Education)** | **LH** | **Anticipated 1st day of work in (new)****Assignment**  |
|  | CCSU | Adjunct |  Math 101 CB3; Math 115 72 | 8 | 1/17/18 |
|  | MCC | Part-time Lecturer | Intermediate Algebra | 3 | 1/18/18  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Core-CT Record #** | **Course Schedule** | **Online ✓** | **Friday** | **Saturday** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
|  | Start Time: |  | 3:00 pm |  |  |  | 3:00 pm |  |  |
| End Time: | 7:00 pm |  |  |  | 7:00 pm |  |  |
|  | Start Time: |  |  |  |  | 12:00 pm |  |  |  |
| End Time: |  |  |  |  2:00 pm |  |  |  |

Return this form and your signed contract to Louise Olszewski or Doreen Revoir.

HR, Davidson Hall, Room 119.