

**Request for Internal Dual Employment (RIDE)**

**Use when an existing (non-faculty) permanent employee is performing services unrelated to primary position.**

**Important Instructions and Reminders:**

- Internal dual employment work must be performed outside the employee's normally scheduled hours and may not be done while performing primary position. Employee may not take paid leave to perform internal dual employment.**
- College policy limits additional pay/dual employment to 30% of base pay for primary position per fiscal year.

<b>Requesting Department Information</b>			
Employee Name:	CWID:	Dept.:	Requester:
Description of Services to be performed:			
Date From:	Date To:	Charge to (Budget #)	
Lump Sum (if exempt employee):		# of Installments:	
Hourly Amt (if non-exempt employee):			
Employee Signature:	Authorized Requesting Manager Signature:		Proposed Work Schedule:
Date	Date		

<b>Primary (Home) Department Information</b>		
Internal Title:	Primary Work Schedule:	
Does the employee typically work a non-standard workweek?	If necessary, have arrangements been made for the employee to be in a leave without pay status to render the services described?	
Primary Authorizer sign and date:		
Print name:	Phone #/Email:	
<b>Human Resources</b>		
Primary Position #:	E-Class:	Title:
Base salary:	30% of base:	Previous IDE Earnings for Current FY:
Salary for Period of Work:	30% of DE Work Period:	
<b>Effective date:</b>	<b>End Date:</b>	<b>Approved Amount:</b>

**Approvals:**

**Requesting Dept. Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP/Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EVP/Provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HR Received:	Processed by:
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