

## **Dual Compensation Instructions for Summer Salary provided by grant funds:**

These forms are very tedious but are not hard as long as you complete it step-by-step, line by line!  
**Forms must be completed and submitted BEFORE the work is actually done.**

If you have any questions regarding how to fill out the form please contact your [grant specialist](#) in the office of Research and Sponsored Programs.

### **This is a two-step process:**

#### Step 1:

1. Fill out the Dual Comp Request form found here: <https://wcupa.sharepoint.edu/sites/af/HR/payroll/SitePages/Dual%20Compensation.aspx> Follow the on-screen directions to open up a new request form.

#### **Detailed Directions for Completing the Request for Dual Compensation Form**

1. Name and Title, employee
2. Dates of Dual Employment, this must be completed.
3. Number of hours- *Check with your grant specialist if you are unsure of this number.*
4. Description of Employment Duties/Responsibilities – Very Brief description of the work you will be doing
5. Dual Compensation Employer is WCU
6. Department in Your Department
7. Total Request: (do not include fringe benefits in this number) - *Check with your grant specialist if you are unsure of this number*
8. Print a copy for your records and hit submit, which sends the form to Diane Copenhaver in HR for her approval.

#### Step 2:

Diane Copenhaver from HR will send an email letting you know that your dual comp has been approved by HR. This e-mail contains an excel version of the dual comp submission form. **You will need to fill out this form in order to process your payment. (see below)** This form will need to be submitted to your chair **along with the approval e-mail from Diane, so save this email.\*\***

#### **Finalizing the Request for Dual Compensation Form**

1. Name and Title, employee (**HOME/ Department**) SAP ID # is NOT your PeopleSoft Number. You can find your SAP number on your payroll stub (look at ESS, online pay stub)
2. Home SAP Fund Center: click on the drop down, this must be filled in with **your department's SAP Cost Center**, ask the department chair if you are not sure what this 10 digit number is.
3. Dates of Dual employment will be the same as previously entered.

4. **type** your name and date in the employee (**Person receiving the Dual Comp**) section
5. Under to be completed by Employer, enter the SAP Fund Center where the funds paying your dual comp are housed. This will be your grant account number. **You will have received this number during your post-award meeting and via e-mail from Kelly Smith.**
6. **SAVE THIS FORM TO YOUR COMPUTER.** Attach this form to the original approval email from Diane Copenhaver\*\* and route it to the chair. Your chair must TYPE their name and date in two locations: first, under Chair, and second, under authorizing signature. The chair must then save the form. The Chair must then email the form to the Dean. The dean or budget manager signs (**In both places where Dean is indicated**) and emails the form to **Provost – Dual compensation** (type provost in the **TO:** on email and this address will pop up).
7. The Provost's office will then route everything—original email with Diane's approval, completely signed form to Payroll and you will receive an email stating that the Payroll office received it and when to expect the compensation.