

Dual Service Contracts

Dual Service Contracts are issued when an employee is a regular employee of a state agency or TRB/UT school and their services are requested by a different state agency or TBR/UT school. A regular employee may not receive pay from two different state agencies.

There are two paths for Dual Service Contracts.

- 1) VSCC is contracting with another state agency for the services of their employee.
- 2) Another state agency is contracting with VSCC for the services of a VSCC employee.

Depending on the path, different procedures and routing are required. Usually one payment is made at the end of the contract after funds are received by the employee's primary agency.

Path 1 – VSCC is contracting with another State Agency for the services of their employee

- VSCC department head will obtain approval from appropriate Vice President to enter into a dual service contract with another state agency prior to contract period.
- VSCC department head will contact the Purchasing Office with the information to initiate the contract.
- VSCC department head will obtain the retirement option the agency's employee is enrolled in (i.e. TCRS or ORP) by contacting the other agency's payroll or HR office. This is factored into the contract cost along with FICA rates.
- VSCC department head will obtain State Agency's contact name and address for contract information submission.
- VSCC Purchasing Office will develop contract (based on information from VSCC department head), obtain appropriate signatures and mail to the appropriate state agency contact.
- Once contract has State Agency signatures and returned to VSCC Purchasing office, a copy is distributed to VSCC department head, appropriate Vice President, Business Office Accounts Payable and Human Resources.
- Once services are completed by the State Agency employee, a notice is sent by Department Head to the agency that services are complete with a request that an invoice be sent to VSCC per contract's contact office and address.
- Invoice is forwarded to Business Office with approval to pay.

Path 2 - Another state agency is contracting with VSCC for the services of a VSCC employee

- Employee must receive approval from department supervisor and appropriate Vice President to enter into dual service contract with another state agency prior to contract period.
- Contract is initiated by other state agency.
- Contract is forwarded to VSCC appropriate Vice President for approval signature and Vice President will return signed contract to other state agency.
- Vice President distributes a copy to appropriate department head, Business Office Non Student receivables, and payroll.
- Upon notification from state agency that services are complete, Business office will initiate an invoice requesting payment.
- Upon receipt of payment, Business Office notifies Payroll Office and pay is included in the next payroll to the employee.
- Payroll sends Human Resources contract for filing after payment is made.