## REQUEST FOR ADDITIONAL PAYMENT TO EMPLOYEE FOR WORK PERFORMED FOR ANOTHER STATE AGENCY

INSTRUCTIONS: The borrowing agency is responsible for originating this form in triplicate, using a separate set for each employee. Unless special arrangements have been made for invoicing of the borrowing agency by the parent agency, the <u>Borrowing Agency</u> will forward all copies of CP-30 to the parent agency, accompanied by their check for the employee's services as evidenced by their completion of Section One below. Upon completing Section Two, the <u>Parent Agency</u> budget officer will send the original to the payroll department as authorization to pay the borrowed employee his/her additional salary. The second copy will be filed by <u>Parent Agency</u> and the third copy will be returned to the <u>Borrowing Agency</u>. It is the responsibility of the parent agency to avoid over-collection of matching social security tax and/or under-collection of matching retirement.

## **SECTION ONE**

CERTIFICATION BY BORROWING AGENCY	Analysis of Payment to Parent Agency (Fill in as Applicable)
Name of Agency	Salary for Services
Name of Employee	Matching Retirement
Nature & Location of Work Performed	Matching Social Security
Dates Worked	Indirect Expense
Rate & Time if Appropriate	Direct Cost
Agency Code & Subhead	Total Payment Due Parent Agency
Signature of Contracting Agency Official	
SECTION TWO  CERTIFICATION BY PARENT AGENCY	
Name of Agency	PARENT AGENCT
Name of Employee	We hereby certify that the actual work and the related travel time were both performed on the employee's own time, outside of regular scheduled working hours, and that the employee has not used "company time" to prepare for his services to the borrowing
Classification, Rank or Title  XXX-XX-	agency. We further certify that this payment is in complete accord with the Budget and Personnel Memorandum dated September 17, 1968, "Uniform Statewide Policy on Dual Employment."
Position Number Social Security Number	Employee
Agency Code Subhead Code Retirement Code	Immediate Supervisor
I certify that the above amount has been received from the Borrowing Agency and deposited in our account. Pay employee gross salary amount of \$ in addition to regular salary.	Department Head
Budget Officer (Parent Agency)	
☐ Original – Payroll ☐ Copy – I	Budget File