



Department of Transformation and Shared Services  
 Office of Personnel Management  
**Concurrent Employment Action**

Business Area	Personnel Area	PA 40 Concurrent Employment	Action Date
Employee Name ( <i>Last, First, Middle</i> )		Concurrent Employment Primary Change	Personnel Number

**Create Actions (IT 0000)**

Reason for Action	Position Number	Position Description
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**Organization Assignment (IT 0001)**

Personnel Sub Area	Percentage	Personnel Administrator's Name	Payroll Administrator's Name
Contract ( <i>Benefits</i> )	Time Administrator's Name		Benefits Administrator's Name
Assignment ( <i>Secondary Position</i> )	Position Number	Percentage	End Date

**Employee Primary Business Address (IT06)**

Address Line 1		Business Phone	Business Cell Phone
Address Line 2		Business Phone	Business Cell Phone
City	State	Zip	Business E-mail

**Employee Secondary Business Address (IT06)**

Address Line 1		Business Phone	Business Cell Phone
Address Line 2		Business Phone	Business Cell Phone
City	State	Zip	Business E-mail

**Planned Working Time (IT0007)**

Employee %	Work Schedule Rule	Time Management Status	Working Week	Part-time Employee
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**Basic Pay (IT0007)**

Reason Code	Reason Name	Hourly Rate	Annual Salary	Wage Type
Reason Code	Work Tax Area		Work Allocation %	

**Hourly Rate Per Assignment (Secondary Position) (IT0554)**

Assignment - 1st Assignment	Object Type - S (Position)	Position
Valuation Basis (Hourly Rate)	Cost Center	USDN

**Authorization**

Approve	Denied	Approving Authority	Date
Approve	Denied	Approving Authority	Date