Hiring an employee from another USG institution for a Dual Appointment at Georgia State University

When an employee of another USG institution or the University System Office is hired by Georgia State University (as the Requesting Institution) through a Dual Appointment Agreement (DAA USG Policy), they may need to be hired and given certain campus permissions through OneUSG, Banner, or other campus systems. Following are the actions that must be taken after the final approval of a Dual Appointment Agreement Form by both institutions.

Hiring to teach a course as Instructor of Record at Georgia State University

1. Initiate an Affiliate Hire Form in OneUSG through Manager Self Service. Use action 'Add USG Affiliate' and action reason 'Dual Appointment'. **The position paygroup must be 09N since GSU will not be paying the employee directly.**
2. Submit a part time faculty request to the Office of Faculty Affairs and mark in the comments that it is for a Dual Appointment. Once approved, this will give them the privileges to be added by the departmental course scheduler as the Instructor of Record for the course.

** *These 2 processes can be done simultaneously, but the Banner permissions cannot be added until the affiliate hire is completed and entered in OneUSG.*

Hiring for an assignment where campus access privileges are needed

1. Initiate an Affiliate Hire Form in OneUSG through Manager Self Service. Use action 'Add USG Affiliate' and action reason 'Dual Appointment'. **The position paygroup must be 09N since GSU will not be paying the employee directly.**

Please contact your unit HRAC if you are unsure about which privileges are needed.

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Questions, comments, and concerns should be directed to:
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