

Dual Services Agreements (DSA)

Employee of ETSU

ETSU is the Vendor Party - DUAP

ETSU Department obtains salary and payroll tax information from their business finance manager and provides it to the Agency

Agency completes Dual Service Agreement

Agency sends DSA to ETSU Department

ETSU Department creates agreement routing form, Obtains proper Authorization on agreement routing form, Sends DSA and agreement routing form to Contract Services

ETSU Contract Admin enters into eBucs and logs it

ETSU Contract Admin obtains VP Signature on DSA

ETSU Contracts Admin uploads the fully executed contract into eBucs

ETSU Contracts emails fully executed DSA to department

Department emails fully executed DSA to agency

Revenue

ETSU Bursar's Office bills Agency for ETSU employee services at the end of the contract period

Department fills out extra compensation form for pay

Dual Services Agreements (DSA)

Employee of Agency (University/Community
College/State Agency)

ETSU is the Procuring Party - DUAL

The Agency department or individual being employed completes the DSA. This includes obtaining salary and payroll tax information from the Agency

ETSU department completes and authorizes agreement routing form and the DSA

ETSU department sends DSA and completed/authorized agreement routing form to Contract services

ETSU Contract Admin enters into eBucs and logs it

ETSU Contract Admin obtains VP signature on DSA

ETSU Contract Admin uploads fully executed DSA to eBucs

ETSU Contract Admin emails fully executed DSA to department

Department emails fully executed DSA to Agency

Encumber (Acct Code 74490)

Agency sends the invoice to the department and department completes check request with encumbrance contract number