MINNESOTA STATE
Human Resources

Shared Employee Agreement Flowchart

Hiring Manager should consult with Campus Human Resources Department at initiation of hiring process

Is the person already a State of Minnesota Employee?

NO → Is this to be an Independent Contractor?

YES → Use Independent Contractor Hiring Process

NO → Hire Employee per Campus Business Process

YES → Is the person an Employee of a Minnesota State Institution?

NO → Use Inter Agency Agreement or Hire the Employee if in a different bargaining unit from home agency

YES → Communication is established between temporary and home institution.

Is the requested work and the associated pay consistent with the employee's bargaining unit at the home institution?

NO → Hire Employee per Campus Business Process

YES →

Shared Employee Agreement

Ongoing non-faculty shared employee requested to do the same work at more than one institution

- Create Shared Employee Agreement in partnership with Campus HR / Business Office per local business process
- Shared Employee Agreement form is signed by both Institutions
- Employee commences work per the agreement
- Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
- Assignment is entered at the employee's home institution
- Bill Temporary Campus

Non-faculty employee requested for limited duration to assist institution in the same classification as that of home location

- Create Shared Employee Agreement in partnership with Campus HR / Business Office per local business process
- Shared Employee Agreement form is signed by both Institutions
- Employee commences work per the agreement
- Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
- Assignment is entered at the employee's home institution
- Bill Temporary Campus

Faculty requested for release to perform work for another institution on a limited or short term basis

- Create Shared Employee Agreement in partnership with Campus HR / Business Office per local business process
- Shared Employee Agreement form is signed by both Institutions
- Employee commences work per the agreement
- Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
- Assignment is entered at the employee's home institution
- Bill Temporary Campus

Faculty requested to speak at another institution on a one time basis at an individual event or a multi part series

- Create Shared Employee Agreement in partnership with Campus HR / Business Office per local business process
- Shared Employee Agreement form is signed by both Institutions
- Employee commences work per the agreement
- Signed agreement is provided to Campus HR Office, Business Office, etc per campus policy or procedure
- Notify home institution when work is complete and payment is authorized
- Assignment Payment is Processed
- Bill Temporary Campus