



# Request for Overload Compensation

(Overload compensation is any compensation, other than administrative stipend, paid to a faculty member for additional services for campus sponsored activities in addition to their full-time, 100%, salary)

## Instructions

1. Complete all requested information.
2. If you are not the home department of the recipient, obtain home department approval.
3. Obtain other campus approval prior to submission.
4. Route through Unit Administrator or Dean's Office (where applicable). The Unit Administrator or Dean's Office will route to Research Services and Administration if grant (2XXXXX) funds are involved, then to the Vice President's Office for approval. The original, approved request will be returned to you. The appropriate Vice President's Office will maintain a copy.
5. If you are the time entry department enter the overload compensation in PHAHOUR using earn code OVP (Non-Instructional, account code 10202) or OVX (Instructional, account code 10201). If not, send an Earnings Request Form (ERF) to the Payroll Office for input each month overload compensation is to be paid.

**Note:** Overload Compensation over 100% is always paid on the next regular monthly payroll.

## Identification

UO ID \_\_\_\_\_ Name \_\_\_\_\_  
Last First Middle

Position \_\_\_\_\_ Suffix \_\_\_\_\_ Home Campus \_\_\_\_\_

## Description of Services

## Payment Information

Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_ Total Amount \_\_\_\_\_

Index	Fund	Org	Account	Program	Activity	%

## Authorization

	Print	Sign	Phone	Date
Prepared By				
Home Dean/Dir				
Program Coord				
Dean/Dir				
ORSA				
VP				
Other Campus*				

\* (Executive Officer or authorized representative of a cooperating institution if staff member to be paid is employed by another institution.)

Please return original to: \_\_\_\_\_  
Department Name

## **Description of Overload Compensation for Services Over 100%**

Overload compensation is any compensation, other than administrative stipend, paid to a faculty member for additional services for campus sponsored activities in addition to their full-time, 100%, salary.

The following activities are typical sources of overload compensation:

1. Continuing Education
2. Extension Service
3. Consulting
4. Seminars and similar services

Activities involving additional time shall not exceed more than one day in a seven day week on an average or its equivalent during the academic year or other period of appointment.

All overload compensation and the income and expenses of the activities for which the compensation is to be paid shall be channeled through the regular institution accounting processes.

Regular on-campus classes as well as time spent in support of grant and research activities shall not be allowable activities for overload compensation except under extraordinary or emergency circumstances.

Overload compensation will not be based on the number of students per class or any similar ratio except for correspondence or independent study courses.

Institution Presidents may not delegate approval of overload compensation requests below the level of a college, school or division dean or equivalent officer.

Presidents, Vice-Presidents, Deans and other equivalent level officers are not eligible for overload compensation.