

Full-Time Faculty Recommended Overload Teaching Payment Process

- Complete the Faculty Additional Pay Pre-approval form and route fully signed form to Loan La in Human Resources for approval. If the requested compensation exceeds 10% of the faculty member's academic year salary, the payment must be pre-approved by the Provost. In this case, please route to the Provost for signature prior to submitting to HR. No Chancellor action is required.
- There are two options to set up overload teaching in HCM, select one of the following:
 - 1 Add an additional job in HCM for this appointment, standard hours should be set up at 1 hour and set up as contract pay over the semester. Include comments in HCM system documenting that it is overload teaching.
 - 2 Create an ePAR additional pay/recurring payment on the primary employee record, set up the payment over the semester with the total amount and the earnings code is OVL.
- Loan La will approve the action in HCM.

This would eliminate the need for completion of the one time payment form each month.