Contact Information

For assistance with this application, please contact the Office for Faculty Advancement at 859-323-6589.

Accessing the Form

The faculty overload form can be accessed via the myUK portal (at the link below). Chrome provides the best user experience.

https://myuk.uky.edu/irj/portal

Navigate to the form by clicking the Enterprise Services tab then the Workflow tab then the Faculty Overload Form link.

For Internal Overloads

1. Enter a valid Employee/Person ID #
2. Select “Internal Overload”
3. Click “Continue”
1. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2022 through August 30, 2022, two separate requests/submissions are required. One for May 15, 2022 – June 30, 2022 and the second for July 1, 2022 through August 30, 2022.
2. Enter total number of days for the overload engagement during the date range previously specified.

**One hour is equivalent to 0.125 days.**
3. Select the appropriate category for the overload. The options are “Clinical”, “Instruction”, “Research” and “Service”
4. Compensation Rate: In most cases you should select Fee Schedule
5. Select the “Compensation Rate” and enter the “Total Compensation” expected for the overload.
6. Add the grant number(s) or account number(s) that are being charged. The form automatically calculates the amount for each account number using the Total Compensation and % Distribution fields. The “Add Account” button creates more rows in the table for multiple account numbers. The <Delete Account> button will remove the row selected in the table.
7. Enter a brief description for the overload.
8. Click <Check> button to ensure form is completed correctly.
9. When all information is completed correctly, click <Submit to Workflow>.

**For External Overloads When Monetary Compensation is Expected**

1. Enter a valid Employee/Person ID #
2. Select “External Overload”
3. Click check box for “Monetary Compensation”.
4. Click “Continue”
1. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2012 through August 30, 2012, two separate requests/submissions are required. One for May 15, 2022–June 30, 2022 and the second for July 1, 2022 through August 30, 2022.

2. Enter total number of days for the overload engagement during the date range previously specified. **One hour is equivalent to 0.125 days.**

3. Enter the name of the “External Employer”.

4. Compensation Rate: In most cases you should select Fee Schedule.

5. Enter the “Total Compensation” expected for the overload.

6. Enter a brief description for the overload.

7. Click “Check” button to ensure form is completed correctly.

8. When all information is completed correctly, click “Submit to Workflow”.

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**Faculty Overload**

**External Overload**

- **Check**
- **Submit to Workflow**
- **Cancel**

**Person ID:**

**Dates Covered by Request:**

- **05/01/2013**
- **to:**
- **05/31/2013**

**Total Days:**

- **5.000**

**One Hour = 0.125 days**

**External Employer:**

- **Toyota Manufacturing Inc.**

**Total Compensation:**

- **5,000.00**

**Briefly Describe the Activity:**

- **Design and test improved assembly method for the Camry wiring harness.**

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Last update: 7/8/22
For “External Overloads” When Non-Monetary Compensation is Expected

1. Enter a valid Employee/Person ID 
2. Select “External Overload” 
3. Click check box for “Non-Monetary Compensation”. 
4. Click “Continue” 

5. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2022 through August 30, 2022, two separate requests/submissions are required. One for May 15, 2022 – June 30, 2022 and the second for July 1, 2022 through August 30, 2022.

6. Enter total number of days for the overload engagement during the date range previously specified. **One hour is equivalent to 0.125 days.**

7. Enter the name of the “External Employer”.
8. Enter the terms of non-monetary compensation expected.
9. Enter a brief description for the overload.
10. Click “Check” button to ensure form is completed correctly.
11. When all information is completed, click “Submit to Workflow”.

Last update: 7/8/22
If the form is submitted successfully, a confirmation window will provide a form number for reference. Please make a note of this number for future communication or to request assistance with any issues.