

QRG – Overloads & Overtime Assignments (Regular Full Time Staff)

Exempt Staff Overload Assignments

- Review the [Part Time Instructor Fee Rate Schedule](#)
- Obtain an [Overload Form](#) signed at all levels
- Identify a position number (**tip**: you may find the [PPOSE Video Tutorial](#) helpful)
- Review the Assignment Details information, for the employee, in PA40 to determine the appropriate personnel action. Enter the personnel action. On screen 6 for the work address, **do not enter**, click the next record icon to bypass. On screen 8, **do not enter an amount, hit enter twice and save**.



- Enter either a one-time payment (screen 15) or a recurring payment (screen 14). Use the applicable date(s), wage type(2100 Overload), monthly payment amount, and cost distribution.

- Attach the approved Overload Form
Note: If a PTI, add contract elements to screen 16 via PA30. The [Part-Instructor \(UK Staff\) Onboarding Checklist](#) is another helpful resource.
Pro Tip: If a work address is entered on an overload/overtime assignment, the employee's primary work address information can be deleted. Which can lead to his/her directory information being incorrect as well as potential issues with travel reimbursement requests. You may bypass that screen.

Nonexempt Staff Overtime Assignments

- Obtain an Over Time Memo signed by both supervisors
- Identify a position number (**tip**: you may find the [PPOSE Video Tutorial](#) helpful)
- Enter the personnel assignment. On screen 6 for the work address, **do not enter**, click the next record icon to bypass.
- Attach the signed [Over Time Memo](#) to the workflow.
- Advise the employee to enter their hours utilizing the [Recording Time With Multiple Personnel Assign](#) **QRG**
Pro Tip: If a work address is entered on an overload/overtime assignment, the employee's primary work address information can be deleted. Which can lead to his/her directory information being incorrect as well as potential issues with travel reimbursement requests. You may bypass that screen.

Nonexempt Staff Part Time Instructor Assignments

- Review the [Part Time Instructor Fee Rate Schedule](#)
- Obtain an [Overload Form](#) signed at all levels
- Identify a position number (**tip**: you may find the PPOSE Video Tutorial helpful)
- Enter the personnel assignment. On screen 6 for the work address, **do not enter**, click the next record icon to bypass. On screen 8, **do not enter an amount, hit enter twice and save**.

- Enter either a one-time payment (screen 15) or a recurring payment (screen 14). Use the applicable date(s), wage (2100 Overload), biweekly payment amount, and cost distribution.

- Attach the approved Overload Form
Note: If a PTI, add contract elements to screen 16 via PA30. The [Part-Instructor \(UK Staff\) Onboarding Checklist](#) is another helpful resource.
Pro Tip: If a work address is entered on an overload/overtime assignment, the employee's primary work address information can be deleted. Which can lead to his/her directory information being incorrect as well as potential issues with travel reimbursement requests. You may bypass that screen.