



Faculty Overload Assignments - Prep

- Review the Faculty Consulting, Overload and Disclosure information found on the CAFE Office of the Dean website [here](#)
- Review Administrative Regulation 3:9 [here](#)
- Complete the online faculty overload form. Instructions can be found [here](#)
- Once, all approvals have been obtained, print a copy of the faculty overload form.

Entry

- Enter the overload payment as either a one-time payment (Screen 15) or recurring payment (Screen 14) on their primary assignment. Enter the applicable date(s), wage type (2100 Overload), monthly payment amount, and cost distribution.

Example

The screenshot shows a form with the following fields: Start (08/01/2018), to (05/31/2019), Chng (10/17/2018), Recurring Payments/Deductions (0014), Wage Type (2100), Amount (1,200.00 USD), and Ind. Val. A red arrow points to a small icon in the top right corner of the form.

- Attach the approved overload form to the ZPAR, and send to agbusinesscenter@uky.edu by the applicable deadline.

Resources

To calculate number of working days:

- Step 1: Divide annual salary by 220 (# of working days/year) to obtain daily rate.
- Step 2: Divide the amount of the overload by the daily rate to calculate number of days worked.

Internal Overload Limits (AR 3:9)

Internal Overload Limits				
	9 month assignment	10 month assignment	11 month assignment	12 month assignment
Pier diem compensation shall not exceed	1/195	1/217	1/238	1/260
Total internal overload compensation shall not exceed	39/195	39/217	43/238	48/260

- *9 month faculty cannot exceed 39 days per fiscal year
- *12 month faculty cannot exceed 48 days per fiscal year