

**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

- Attach the approved overload form to the ZPAR, and send to [agbusinesscenter@uky.edu](mailto: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