

**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**.



- Access PA30 and 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.

Start	08/01/2018	to	05/31/2019	Chng	10/17/2018	
Recurring Payments/Deductions (0014)						
Wage Type	2100	Overload		Cost Distribution		
Amount	1,200.00	USD	Ind. Val.			

- 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**.

Salary				Cap.util.lvl	20.00
PS type	.04	Salaried Exempt MCBW	WkHrs/period	16.00	Bi-weekly
PS Area	01	Main Campus			

- Access PA30 and 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.

Start	08/19/2018	to	12/08/2018	Chng	07/25/2018	
Recurring Payments/Deductions (0014)						
Wage Type	2100	Overload		Cost Distribution		
Amount	500.00	USD	Ind. Val.			

- 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.