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
- 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 button 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.

Nonexempt Staff Overtime Assignments

- Obtain an Overtime Assignment Agreement Form signed by both supervisors
- Identify a position number
- Enter the personnel assignment. Enter the personnel action. On screen 6 for the work address, **do not enter**, click the Next Record button to bypass. On screen 8, **enter the hourly pay rate**.
- Attach the signed Overtime Assignment Agreement Form to the workflow.
- Advise the employee to enter their hours utilizing the Recording Time With Multiple Personnel Assignment QRG

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 (Temporary Professional/BW Non-Admin)
- Enter the personnel assignment. On screen 6 for the work address, **do not enter**, click the Next Record button to bypass. On screen 8 **override the PS Type to reflect 04**, enter the **biweekly pay rate amount**, and save the screen.

- 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.

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