



Q) Should I use the Staff Overload Form for hourly employees?

A) The Staff Overload Form would be used for exempt employees since hourly employees are eligible for overtime. If you need an Overtime Memo template, please contact the CAFE Business Center HR Team.

Q) Which unit would submit the overload request?

A) The unit for which the overload work will be performed.

Q) Where would I find the staff overload form?

A) The form is available on both the UK and [CAFE Business Center Forms](#) pages.

Q) What should go in the *College or Division* field on the staff overload form?

A) If it is a CAFE unit, then please list College of Agriculture, Food & Environment

Q) What should go in the *Provost or Vice President* field on the staff overload form?

A. If it is a CAFE unit, then please list Provost.

Q) How do I fill out the “Payment of Overload” section?

A) If a teaching assignment check the “Fee Schedule” option and refer to the CAFE PTI Fee Schedule for the current fiscal year as needed. For all others check the “Hourly Rate” option. The “hourly” rate is available on the SAP 8 screen by clicking the <Salary Amount> button.

Display Basic Pay (0008)



Salary amount



Payments and deductions

The amount on the *Total Compensation for Overload* line should equal to the hourly rate multiplied by the total hours. Please review the math prior to submitting.

Q) Who should sign the Staff Overload Form prior to submission to the Dean’s Office?

A) The employee, the supervisor of the primary assignment, and the supervisor of the overload assignment. If the Chair/Department Head would like to sign please add a signature line for this purpose as the Dean will need to be able to sign on the Dean Signature line.

Q) How should the Staff Overload form be routed for college level review?

A) Once the completed form has been signed by all applicable individuals, at the department level, please route to the CAFE Dean’s Office.

Q) Which unit would process the payment?

A) The unit for which the overload work is being performed.

Q) How will I be notified to proceed with processing the payment?

A) The CAFE Dean’s office will send the signed form to you, and then the CAFE Business Center will send a follow up email with details on processing the payment. You may also find the [ORG – Overload & Overtime Assignments](#) tool helpful.