

University of Kentucky Staff Internal Overload Form
Requested Internal Overload Assignment Must Be Approved Prior to Performance of Assignment

Employee and Unit Information

Name (last, first, middle)	Person ID number	Basic Annual Salary	Today's Date
	<u>Regular Assignment</u>		<u>Overload Assignment</u>
Organizational Unit	_____	_____	_____
College or Division	_____	_____	_____
Provost or Vice President	_____	_____	_____

Overload Assignment Information

Detailed description of work to be performed _____

Times/Days work will be performed _____ Dates covered by requested assignment: _____ to _____
 Source of Funds: Cost Object _____

- Work performed during normal working hours
 Time will be made up by working: _____
- Work **not** performed during normal working hours

Payment of the Overload

Compensation Rate: Fee Schedule
**NOTE: Fee schedule amount used only when teaching a University course for academic credit.*
 Fee schedule amount: _____
 Total compensation for overload assignment: _____

~OR~

Compensation Rate: Hourly Rate
 Hourly rate: _____
 Total hours related to overload assignment: _____
 Total compensation for overload assignment: _____
Hourly rate may not exceed value obtained by dividing basic annual salary by 2080.

Overload Assignment History

Basic annual salary X 20%: _____ *NOTE: Under normal circumstances, total compensation from all internal overload assignments during a fiscal year may not exceed 20% (twenty percent) of the employee's basic annual salary for the same fiscal year. Total compensation from all internal overload assignments during a fiscal year may not exceed twenty percent (20%) of the exempt staff employee's basic annual salary for the pertinent fiscal year. Exceptions need prior approval from the Compensation Director.*

Total compensation related to other approved overload assignments during current fiscal year: _____
 If this requested overload assignment is approved, total compensation from **all** internal overload assignments during current fiscal year: _____

