



OVERLOAD/SUMMER SESSION/SERVICE PAYMENT PROCEDURES

REQUEST FOR SUMMER SESSION/SERVICE PAYMENT PROCEDURES:

- 1) The department requesting payment (funding source) completes Step 1 on the form, making sure it accurately reflects when the work will be performed. Send the form electronically to the Division Head Assistant of the employee's major department.
- 2) The Division Head (Dean) Assistant completes Step 2, prints the form, and secures the Division Head's signature.
- 3) If the summer payment exceeds the 2/9th limit, the Area Leader's signature is required; the payment request form is then sent back to the requesting department.
- 4) The requesting department reviews and signs in the Step 4 area (funding source budget authority).
- 5) When ready, the requester then returns the form to the Division Head Assistant with a note to proceed with payment.
- 6) The Division Head Assistant processes a PA. Use the Pay Dates Schedules on the back side of the SSV Request form for determining disbursement date(s) for summer session/service payments. The Summer Session/Service Request form is then attached to the PA form and sent to the Area Leader's office for review (Step 3 on SSV form).
- 7) Area Leader or designee initials the PA, copies the forms, and forwards originals to Payroll.

REQUEST FOR OVERLOAD PAYMENT PROCEDURES:

- 1) The department requesting payment (funding source) completes Step 1 on the form, making sure it accurately reflects when the work will be performed. Send the form electronically to the Division Head Assistant of the employee's major department.
- 2) The Division Head (Dean) Assistant completes Step 2, prints the form, and secures the Division Head's signature.
- 3) The Division Head (Dean) Assistant secures the employee's signature (Step 3 on form).
- 4) The original form is then sent to the Area Leader for approval (Step 4 on form); it is then sent back to the requesting department.
- 5) The requesting department reviews and signs in the Step 5 area (funding source budget authority).
- 6) When ready, the requester then returns the form to the Division Head Assistant with a note to proceed with payment.
- 7) The Division Head Assistant processes a PA. Use the Pay Dates Schedule on the back side of the Overload Request form for determining disbursement date(s). The Overload Request form is then attached to the PA form and sent to the Area Leader's office for review.
- 8) Area Leader or designee initials the PA, copies the forms, and forwards originals to Human Resources.



NOTES:

- Payments for 12-month vs. 9-month appointments
 - For 12-month appointments, Overload form required for all extra payments over base salary; \$12,000 limit while under contract, no matter where payment comes from.
 - For 9-month appointments – if work performed during contract period it’s an overload, no matter when payment actually occurs.
 - Inter-institutional Agreement processed for work done for or by other state campuses.
 - Summer Session/Service form only applies to 9-month employees when work done outside of contract period.
 - Overloads and Summer Session/Service payments only apply to 9 and 12-month employees, not ad hoc. Lump sum PA form done for ad hocs.
- Letter or written agreement needed for all work to be done, e.g. ad hoc performing special projects; no after-the-fact arrangements! I-9 needed at that time and definitely before any payment can be made.
- Payroll deadline is drop dead date for getting to Payroll; Provost’s Office needs paperwork in enough time before this to allow for problems, out-of-office time, etc. (recommended one week).
- Catchup payroll is mid-month.
- Remember that these forms are requests and not final until approved by all appropriate parties.
- No payments over 3/9th are approved. No more than 5/9th over 2 consecutive summers can be paid.
- Employee must sign Overload form so he/she understands terms of appointment contract.
- All previous payments must be entered as “old” accounting information on top portion of PA form.
- Use appropriate pay codes for summer payments vs. lump sum payments (% are used for SSV).