



EPA Overload Pay Request Form

Instructions: This form is used to request payment of activities for full-time EPA employees that are non-permanent in nature and are outside the normal scope of duties and responsibilities. The requesting department must initiate this form and secure appropriate administrative signatures prior to payment. Submit signed forms to either EPA Non-Faculty Human Resources or Academic Personnel, as applicable, for review and approval. The request, when approved, will be returned to the department and should be attached to the ePAR in PeopleSoft.

AUTHORIZED PERSONNEL			
Employee Name	Thomas Thompson	PID:	123456789
Employee Working Title:	Associate Professor		
Base Department Name:	Chemistry	Base Dept. #:	318300
Requesting Department Name:	Kenan-Flagler Business School	Requesting Dept. #:	330100
Employee's Base Salary:	\$120,000	Requested Overload Amount:	\$2,250
Activity Start Date:	9/22/18	Expected/Estimated End Date:	9/22/18
Total Fiscal Year Annualized Salary:	\$120,000	<div style="border: 2px solid red; padding: 5px;"> This figure should not include any additional supplements from secondary appointments. In most cases, it will match the employee's base salary amount noted above. </div>	

TYPE OF ACTIVITY (Please select below)	
<input type="checkbox"/>	Teaching a course that is exceptional to normal teaching load
<input type="checkbox"/>	Assignment to a special project
<input checked="" type="checkbox"/>	Additional duties not expected or associated with the position
<input type="checkbox"/>	Other (please explain: _____)

PURPOSE OF ACTIVITY
<p>Describe the duties and responsibilities that justify payment: Professor Thompson will help facilitate a team challenge workshop for the Veteran Affairs Senior Executive Strategic Leader course for Kenan-Flagler Business School's Executive Development program.</p>
<p>Explain how/why these duties are outside the scope of the employee's regularly assigned job duties: This work for the Kenan-Flagler Business School is outside his regular teaching responsibilities in the Chemistry Department.</p>

CERTIFICATIONS

Requesting Department Head Signature:		Date:	
Print Name:	Douglas A. Shackelford	Title:	Dean, Kenan-Flagler Business School
Requesting/Home Dept. Dean/Division HR Approver Signature:		Date:	
Print Name:	Lachonya Williams	Title:	Associate Dean, Human Resources
Home Department Head Signature:		Date:	
Print Name:	Jeffrey Johnson	Title:	Dept. Chair, Chemistry
OHR/Academic Personnel Approver Signature:		Date:	
Print Name:	Frank Lewis	Title:	Academic Personnel

Please return to:
 Dept. Manager
 Kenan-Flagler Business School
 CB#xxxx

← Please ensure your overload forms include "Return To" information

Scenario: Tom Thompson is an **Associate Professor** in the **Chemistry Department**. His annual base salary is **\$120,000**. Tom also serves as an Assistant Department Chair with a \$6,000 supplement and as a CURE Course Consultant with a \$1,000 supplement. Tom's total annual salary is \$127,000. In **Fall 2018**, Tom will help facilitate a team challenge workshop for a course in the **Kenan-Flagler Business School's** Executive Development program. He will receive a **\$2,250** stipend for this additional work. This is the **first** overload request submitted for Tom for the upcoming fiscal year.

Tips:

- When you are preparing overload forms or if you receive an overload request from another department, please verify that the employee's name, PID, primary working title, base and/or requesting department numbers and department names, and base salary amount are correct.
- The overload form should be complete and have both the requesting and home department head signatures on it before being submitted to the Dean's Office for further approval.
- Ensure that the requested overload amount falls within the overload limit for that particular employee based on their service period. Also verify that the employee has not already met or exceeded their overload limit with any previous or anticipated overload payments in the same fiscal year.
 - Limit for 9-month employees: 25% of base salary in the current fiscal year
 - Limit for 12-month employees: 20% of base salary in the current fiscal year