

**UW SYSTEM**  
**Inter-Institutional Employment**  
**Overload Request Form for Unclassified Employees**

**An Inter-Institutional overload occurs when an individual holding an appointment at one UW institution (Institution A) exceeds 100% employment by providing services to another UW institution (Institution B). Prior approval by both institutions is required for services that exceed \$1,000 or services that are recurring.**

Institution B prepares the Inter-Institutional Employment Overload Request Form and forwards to Institution A to review. If both Institutions approve, Institution B establishes a separate appointment with an appropriate position title and pays the employee on the UW Processing Center End-of-Month payroll.

**◆Employee Information**

Employee's Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_

Institution A: \_\_\_\_\_ UDDS (Dept. Code): \_\_\_\_\_ Total % Time: \_\_\_\_\_

Current Salary and Basis: \_\_\_\_\_ Current Title: \_\_\_\_\_

Current Salary and Basis: \_\_\_\_\_ Current Title: \_\_\_\_\_

**◆Proposed Overload:**

Institution B: \_\_\_\_\_ UDDS (Dept. Code): \_\_\_\_\_

Proposed Title: \_\_\_\_\_ % Time (if applicable): \_\_\_\_\_

Description of Duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Overload Assignment (Start Date): \_\_\_\_\_ (End Date): \_\_\_\_\_

Total Expected Payment for Overload Assignment: \$ \_\_\_\_\_

(NOTE: Federal cost principles do not permit charging more than 100% of an individual's base salary to federal awards and/or non-federal funds which are used as cost sharing on a federal award. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring agency.)

**◆Previous Inter-Institutional Overload Payments From Institution B:** (Employee completes this section)

List All Inter-Institutional Overloads Paid Beginning January 1 of Current Year (this includes December end-of-month payroll of previous calendar year): (Wis. Stats. 16.417(2) limits overloads to \$12,000 paid in a calendar year from each state agency or UW System institution. Failure to count all overloads may result in an overpayment violating state law and may require the employee to forfeit earnings in excess of \$12,000.)

**I acknowledge the \$12,000 overload limit from any UW institution:**

Date: \_\_\_\_\_ Compensation: \_\_\_\_\_

Date: \_\_\_\_\_ Compensation: \_\_\_\_\_

\_\_\_\_\_  
Employee's signature of acknowledgement

Date

Date: \_\_\_\_\_ Compensation: \_\_\_\_\_

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◆ **Overload Approval:** Institution B: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Chair/Supervisor)

\_\_\_\_\_  
(Dean/Director) Date: \_\_\_\_\_

\_\_\_\_\_  
(Provost/Vice Chancellor) Date: \_\_\_\_\_

Institution A: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Chair/Supervisor)

\_\_\_\_\_  
(Dean/Director) Date: \_\_\_\_\_

\_\_\_\_\_  
(Provost/Vice Chancellor) Date: \_\_\_\_\_

*Use Attachment C with the Inter-Institutional Employment Overload Request, which follows this form on the web at: <http://perth.uwlax.edu/hr/forms.htm>*

➡ (Return completed form to Institution B for payrolling.) ✉

**FOR HR USE ONLY**

- Copy to University Financial Administration
- I-9
- W-4



UW System Inter-Institutional Agreement

Financial Agreement Form

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Fiscal Year \_\_\_\_\_ Financial Arrangements

Buying Institution Coding

Selling Institution Coding

	Fund	Acct	UDDS	Act	Class		Fund	Acct	UDDS	Act	Class	Amount
Unclassified Salaries					1710						1710	
Classified Salaries					1720						1720	
LTE Salaries					1730						1730	
Student Hrly Salaries					1740						1740	
Fringe Benefits												
Unclassified @ ___%*		**			1898			**			1898	
Classified @ ___%*		**			1998			**			1998	
LTE @ ___%*		**			1998			**			1998	
Student @ ___%*		**			1998			**			1998	
Supplies					3798						3798	
Capital					4698						4698	

\*Use the extramural support fringe benefit rate of the SELLING institution.

\*\*To determine the Account Number to be used for Fringe Benefit Coding Lines consult <http://www.bussvc.wisc.edu/acct/fringes.html>. For all funds and units not listed, the Account Number should be the same as the Account Number used for the salaries (generally blank)

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