Overload/Lump Sum Payment Form Instructions

Section 1:
Select the type of employee/type of payment from the drop down list:

- **Faculty/Academic Staff Overload, 9-month pay basis**
  - Used to pay employees with 9-month (academic year) contracts for work completed during the academic year. Not for work completed during summer (see summer salary below).

- **Faculty/Academic Staff Overload, 12-month pay basis**
  - Used to pay employees with 12-month (annual year) contracts for work completed at any time throughout the year (including summer).

- **Summer Salary, 9-month pay basis**
  - Used to pay employees with 9-month (academic year) contracts for work completed in summer (outside of the academic year).
    - Examples: an academic department chair serves as the chair for the summer; a faculty member is paid for summer grant work.

- **Non-Contract Employee Lump Sum**
  - Used to pay employees who do not have a UW-L (HR generated) employment contract
    - Employees who are performing short-term, non-recurring work duties
    - Employees of other UW System campuses being paid $1000 or less
    - Amounts greater than $1000 require an [inter-institutional agreement](#)
  - Prior to submitting the lump sum payment request, departments/units are required to submit a [Non-Contract Employee Information Form](#) in order for the individual to be hired as a UW-L employee.
    - Individuals who have not been on UW-L payroll in the past 12-months will be required to complete new hire paperwork and a criminal background check.

- **Graduate/Teaching Assistant Overload**
  - Used to pay graduate assistants and teaching assistants for taking on duties outside of their UW-L (HR generated) employment contract.
  - Used for graduate/teaching assistants with a current employment contract (to include the summer following a completion of the employment contract).
    - Graduate students who do not have a current employment contract will be paid on student payroll.
  - Contact HR before asking a GA/TA to take on additional duties/hours.
    - Increases to a GA/TA’s appointment % require a personnel action form.
• International students may have limitations on the number of work hours per week during the academic year (based on visa status).

Section 2. (Information Section)
Complete information about the employee to be paid and the department/unit paying them:

- **Employee’s name and Person ID number**
  - Please provide the employee’s Person ID number. This is the unique HRS payroll employee ID (not the WINGS employee ID).
  - If Person ID is unknown contact Human Resources. Do not put an employee’s full social security number on this form.

- **Employee’s Home Department/Unit**
  - Provide the main department/unit in which the employee works/is contracted to work. This may not necessarily be the same department that is paying the overload or lump sum payment. This section may be left blank for Non-Contract Employees.

- **Payment Department and Contact Person**
  - This is the department/unit that is paying the overload or lump sum payment.
  - The contact person is the individual who completed the Overload/Lump Sum request form or the individual who can answer questions about the payment amount, funding, and other payment information. The contact person cannot be the employee being paid.

Section 3. (Assignment & Funding)
In this section, provide the payment amount, reason for payment, and funding source(s):
• **Section A: Instructional assignments**
  - Check the “instructional” box and complete **section A** if payment is for instruction of a course, internship, or lab.
    - In cases where the course does not fall within normal term (semester) dates, you may leave the semester box blank and provide the start and end dates of the course in the space provided.
    - In cases where two similar courses are taught, both can be included on one form; the payment total is calculated automatically.
  - If additional description of the assignment is needed you can use the box in section B.
  - See “timing of payments” section for pay schedule.

• **Section B: Non-Instructional assignments**
  - Check the “non-instructional” box.
  - Provide specific start and end dates for the work. Payments will be made in consecutive months, see information in the “timing of payments” section.
  - State the total pay amount.
  - Give a detailed description of the duties being performed. The fillable form box will wrap and shrink the text to give you three lines of space. If more space is needed attach another sheet of paper.
  - Indicate the total number of hours that the employee will work during this time frame. This information is required for non-contract employees and graduate assistants and is optional (but encouraged) for faculty and academic staff.

• **Section C: Funding**
  - If only one funding source is being used, complete the “first account” box on the left hand side. The distribution percentage will be 100%.
  - If two funding sources are being used, complete the “first account” and the “additional account” boxes. You will need to calculate the distribution percentage for each account, the percentages must add to 100%.
  - For more than two funding sources, contact HR for instructions.

**Section 4 (Agreements)**

The employee and the supervisor need to check the applicable boxes and sign:

![Agreements](image-url)
• **Faculty/Staff/Grad Assistant Agreement**
  o Employees need to check the box and agree to the statement by signing their name on the signature line below (NCE’s do not check this box).
  o If the employee is unable to sign, an email printout of their agreement must be attached. In this case, write “see attached” on the signature line and the date of the email on the date line.

• **Non-Contract Employee Agreement**
  o Non-Contract employees (including employees of other UW campuses earning a payment of $1000 or less) need to check this box and agree to the statement by signing their name on the signature line below.
  o If the employee is unable to sign, an email printout of their agreement must be attached. In this case, write “see attached” on the signature line and the date of the email on the date line.

• **Home Department/Unit Agreement**
  o The supervisor/department chair needs to be informed of extra work taken on by the employees in their department/unit. The employee’s supervisor or department chair (UW-L faculty, staff and GA’s only) is responsible for enforcing the overload limit policy for the employees in their department/unit and their acknowledgement is **required**.
  o This section is not required to be completed for Non-Contract employees.

**Section 5 (Approvals)**

After completion of the form, it is routed for signature:

- **Dean/Director signature**
  o The Dean/Director signature is the approving authority of the college/unit that is paying this overload or lump sum payment. This may or may not be the employee’s home college/unit.

- **Budget & Finance signature**
  o To ensure funds are available for the payment, signature is required by the budget planner responsible for the division. The Dean/Director should route the form directly to Business Services. The budget planner will then forward the form to Human Resources for payroll processing.
Timing of Payments

- HR will use the following information to determine the payment dates and number of payments.
  - **Regular Semester Courses:** Courses that fall within the regular course terms/semesters will have set payment schedules:
    - Fall semester: 4 equal payments, 10/1 – 1/1 pay dates
    - Winter Session: 1 payment, 2/1 pay date
    - Spring Semester: 4 equal payments, 3/1 – 6/1 pay dates
    - Summer Session:
      - 4-week courses, one payment; 6- and 8-week courses, 2 equal payments; 12-week courses, 3 equal payments
      - Session I courses, first pay date 7/1; Session II courses, first pay date 8/1; Session III courses, first pay date 9/1
  - **Start Date:** HR will make every effort to ensure the first payment is made on the first of the month following the date the work begins. If the form is not received in time for payment on this date, the first payment will be made on the next regular pay date possible.
  - **End Date:** The final payment will be made after the work is completed.
  - **Number of Payments:**
    - If the work did not span multiple months, the entire payment will be made in one installment.
    - If the work spans multiple months, the number of payments will be equal to the number of months the employee worked.
    - If forms are received late, HR will pay the missed payments on the next possible pay date and will pay the remaining payments following the regular schedule (see example 3 below).
  - **Payment form received date:**
    - Forms received by HR on or before the “payroll forms due” date on the unclassified payroll calendar will be processed for that pay period. The unclassified payroll calendar is available on the web [www.uwlax.edu/hr](http://www.uwlax.edu/hr) (click on payroll calendars in the HR A-Z index).
  - **Examples:**
    1. Work begin date 1/6/2014, end date 1/17/2014, completed form received by HR 1/13/2014 (before January payroll deadline)
      - 1 payment on 2/1/2014
    2. Work begin date 1/1/2014, end date 4/30/2014, completed form received by HR 1/9/2014 (before January payroll deadline)
      - 4 equal payments, 1 payment on each 2/1, 3/1, 4/1, and 5/1
    3. Work begin date 1/1/2014, end date 4/30/2014, completed form received by HR 1/30/2014 (after January payroll deadline)
      - 4 equal payments, 2 payments on 3/1, 1 payment on each 4/1 and 5/1
  - Please contact HR with any questions/concerns.