



OVERLOAD/STIPEND PAYMENT REQUEST

Overload payment – 100% FTE employees that perform work in excess of Institutional Base contract. 100% FTE employees paid on an annual calendar and academic month during the academic year.

Stipend payment – Summer Salary only for Academic Year Faculty.

Is the employee working on a grant or working as part of a grant match? Yes No

For grant funded positions: work with OSRP to verify permission from Program Officer/Granting agency as needed.

This form must be fully signed prior to the start of assignment.

Employee: % of Effort/Hours required to complete work:
School/Department: GL Account to be charged:
Total payment amount: Duties performed from: to:

Rationale Statement for Request

General Duties and/or objectives to be accomplished (attached additional information if needed):

Explanation of why this request cannot be covered as “part of load”:

ALL parties below must read and electronically sign verifying knowledge of the following statement.

For **Overload** payments: As a full time employee (100% FTE) of Campbell University, I agree to provide the service described above. Payments exceeding this amount will not be made without prior Provost approval, obtained under separate communication by the HR/ Payroll department. ***I certify that the above will not interfere with regular full time duties as assigned, cannot be incorporated as part of workload, and is unusual, short term and non-recurring.***

For **Stipend** payments: ***I certify that the above will not interfere with regular assigned duties and is unusual, short term, and not recurring.*** If this is for grant funded summer service or session, your total summer salary regardless of source(s) may not exceed 2/9 of your academic year salary. Payments exceeding this amount will not be made without prior Provost approval, obtained under separate communication by the HR/Payroll department.

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.
