



## OVERLOAD/SUMMER SALARY 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.

**Summer Salary** – Only for Academic Year Faculty.

**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 (*attach additional information if needed*):**

**Explanation of why this request cannot be covered as part “Teaching Load” or Normal Load (if not faculty):**

**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. **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.**

Payments exceeding this amount will not be made without prior Provost approval, obtained under separate communication by the HR/ Payroll department.

**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.