

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/ <u>Hours</u> required to complete work:
School/Department:	GL Account to be charged:
Total Salary 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.

NOTE: Federal cost principles do not permit charging more than 100% of an individual's institutional base salary (IBS) 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.