Employee:

OVERLOAD/SUMMER SALARY/ADJUNCT PAYMENT REQUEST

Overload payment – For employees with a 100% Full-Time Equivalent (FTE) who perform work beyond their Institutional Base Salary (IBS) contract.

Summer Salary – Applicable only to faculty with academic year appointments for work conducted during the summer term.

Adjunct Payment – For part-time faculty hired on a temporary, limited-term contract basis, ineligible for tenure.

% Of Effort/Hours to Complete Work:

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.

Department:	GL Account to be charged:		
Total Salary Amount:		Duties Performed from:	to:
General Duties		atement for Request mplished (attach additional information	if needed):
Explanation of why t	his request cannot be covered	d as part "Teaching Load" or Normal Load	l (if not faculty):
For Overload payments: As a full tim will not interfere with regular full tin	e employee (100% FTE) of Campbell U ne duties as assigned, cannot be inco	sign verifying knowledge of the followin University, I agree to provide the service described In provated as part of workload, and is unusual, sho pproval, obtained under separate communication	above. <i>I certify that the above</i> ort term and non-recurring.
For Stipend payments: I certify that grant funded summer service or sess	the above will not interfere with reguion, your total summer salary regardle	ular assigned duties and is unusual, short term, and ess of source(s) may not exceed 2/9 of your acaden btained under separate communication by the HR,	nd not recurring. If this is for nic year salary. Payments
NOTE: Federal cost principles do not federal funds which are used as cost	permit charging more than 100% of	an individual's institutional base salary (IBS) to foly exception to this restriction is where the arrang	ederal awards and/or non-