

Procedure Title:	Overload/Summer/Adjunct Salary Payment Request
Purpose:	To be completed when a faculty member is requesting and overload payment or a summer salary request payment
<p>Steps:</p> <ol style="list-style-type: none"> The form is located at- https://assets.campbell.edu/wp-content/uploads/2025/08/8.-Overload-Summer-Salary-Adjunct-Payment-Request-2025.08.28-1-1.pdf Select whether this is an overload payment, a Summer salary or an Adjunct Payment. <ol style="list-style-type: none"> Will select overload for all 100% FTE employees that perform work in excess of Institutional Base Contract. Summer Salary will only be selected for academic year faculty. Adjunct Payment will be selected for part-time faculty hired on a temporary, limited-term contract basis. Enter pertinent information such as: <ol style="list-style-type: none"> Employee name School/Department name Total salary amount Percentage of effort or hours required to complete work GL Department Code <ol style="list-style-type: none"> 80-0-88XXX-XXXXX-0 Date range of duties performed Describe the general duties performed and/or the objectives that are to be accomplished. Additional information can be attached as needed. <ol style="list-style-type: none"> Example: (John Doe will be teaching a session in XXXX regarding XXXX. His expertise is essential to the content of this session.) Explain the reason that this cannot be covered as a part of their "Teaching Load" or Normal Duties (if not a faculty member). <ol style="list-style-type: none"> Example: (This teaching effort is over and above their normal work in the School of XXXX. All XXXX classes are taught remotely and outside of regular business hours.) Employee will sign electronically. Principal Investigator will sign electronically. Employee's Department Chair/Head of Department will sign electronically. 	

9. Employee's Dean will sign electronically
10. Once signatures for Employee, PI, Employee's Chair and Employee's Dean have been received, route to Office of Sponsored Research and Programs at OSRP@campbell.edu for signature of the OSRP and VP for Academic Affairs & Provost.
11. The OSRP will maintain a record of the completed form and copy you on the verification for your own records.
12. Once the employee has completed the overload/summer/adjunct salary work, you will then complete a CIE (please see instruction on OSRP website)

Date Created/ Updated:	3/11/2024; 1/10/2025; 8/30/2025
Date for next review:	As needed

Note: All procedures are to be reviewed/updated every three years.