

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.

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 to Complete Work: _____
 Department: _____ GL Account to be charged: **80-0-88XXX-5XXXX-0**
 Total Salary Amount: _____ Employee ID: _____ 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.

Employee		
Principal Investigator (PI)/Program Director (PD)		
Department Chair/Director		
School/College Dean (If applicable)		
OSRP		
VP for Academic Affairs & Provost		