Instructions for Submitting Faculty Overloads

*For assistance with this application, please contact the **Office for Faculty Advancement** at **859-323-6589.***

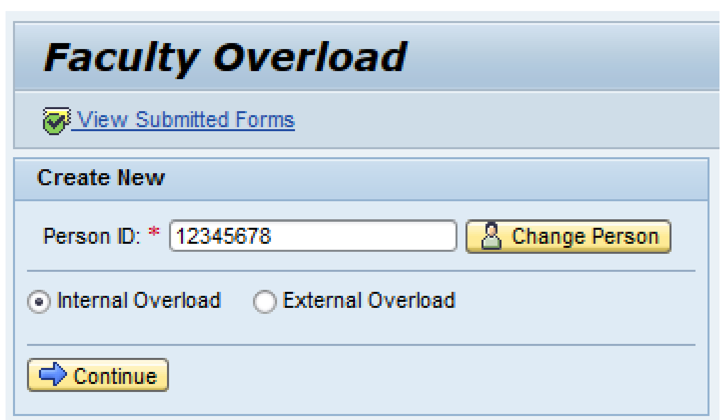
The faculty overload form can be accessed via the myUK portal (at the link below) using Microsoft Internet Explorer or Mozilla Firefox.

https://myuk.uky.edu/irj/portal

Navigate to the form by clicking the “Enterprise Services” tab then the “Workflow” tab then the “Faculty Overload Form” link.

For Internal Overloads…

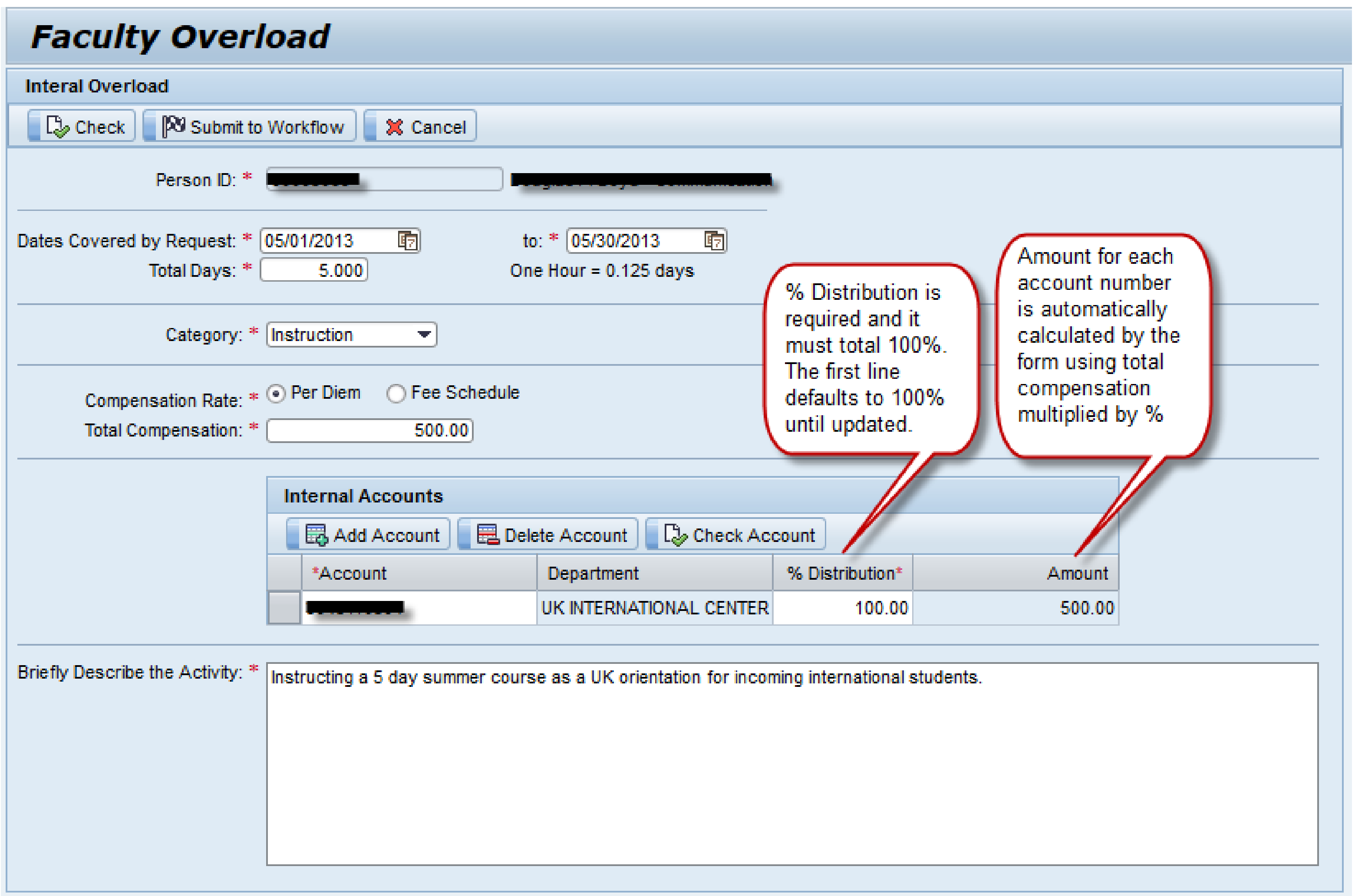
1. Enter a valid Employee/Person ID #
2. Select “Internal Overload”
3. Click “Continue”



Refer to the image below for the steps outlined.

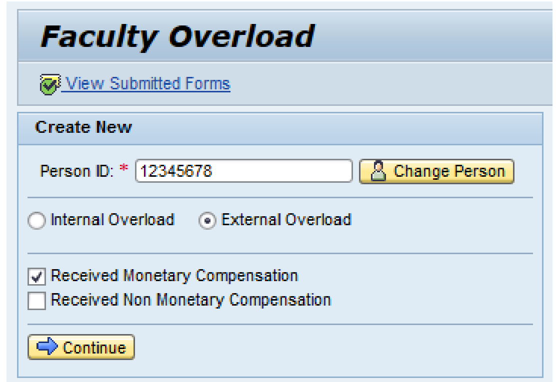
* Person ID will carry over from the previous screen.

4. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2014 through August 30, 2014, two separate requests/submissions are required. One for May 15, 2014 – June 30, 2014 and the second for July 1, 2014 through August 30, 2014.
5. Enter total number of days for the overload engagement during the date range previously specified. One hour is equivalent to 0.125 days.
6. Select the appropriate category for the overload. The options are “Clinical”, “Instruction”, “Research” and “Service”
7. Select the “Compensation Rate” and enter the “Total Compensation” expected for the overload.
8. Add the grant number(s) or account number(s) that are being charged. The form automatically calculates the amount for each account number using the Total Compensation and % Distribution fields. The “Add Account” button creates more rows in the table for multiple account numbers. The “Delete Account” button will remove the row selected in the table.
9. Enter a brief description for the overload.
10. Click “Check” button to ensure form is completed correctly.
11. When all information is completed correctly, click “Submit to Workflow”.



For External Overloads when **monetary** compensation is expected…

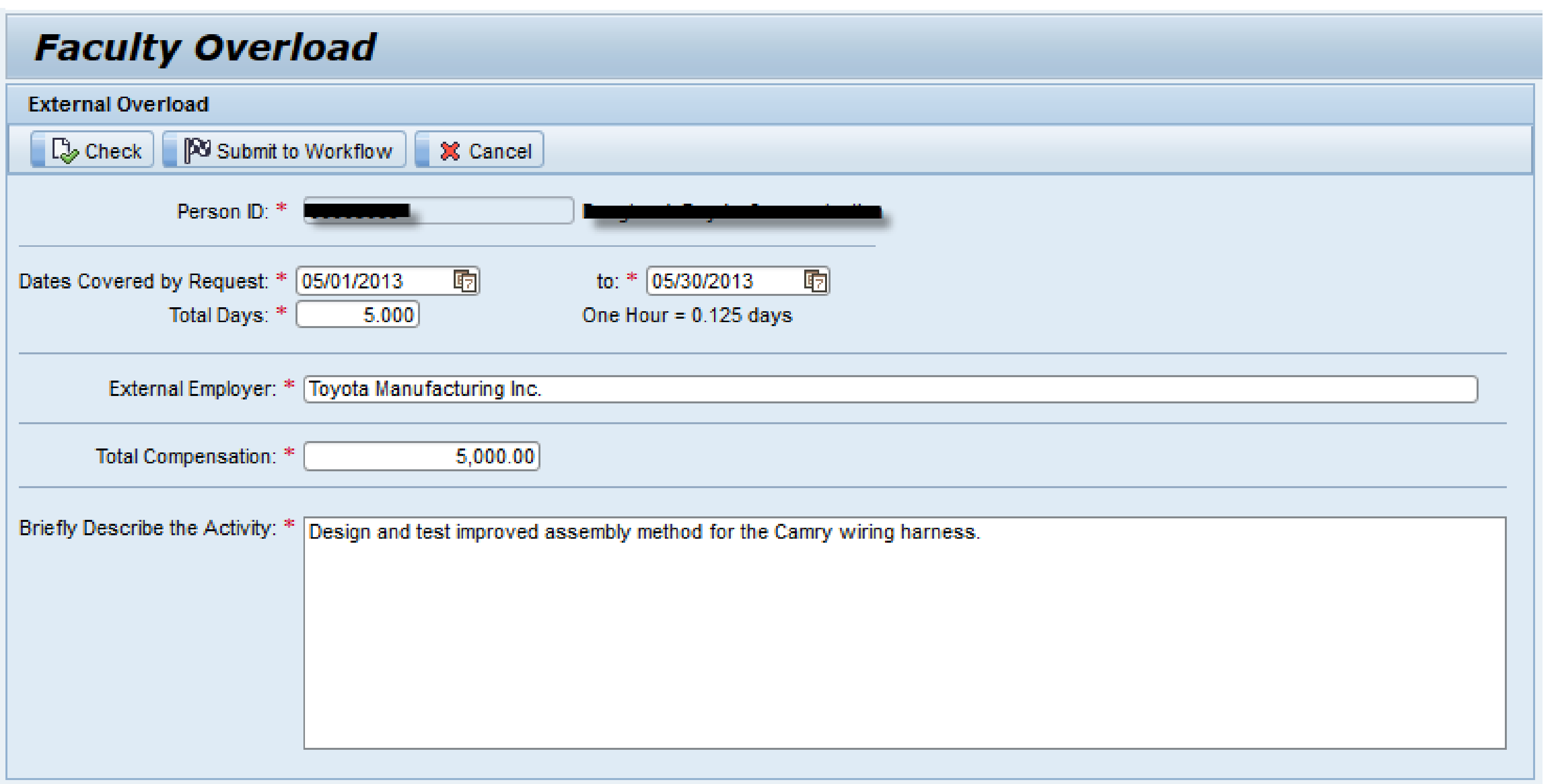
1. Enter a valid Employee/Person ID #
2. Select "External Overload"
3. Click check box for "Monetary Compensation".
4. Click "Continue"



Refer to the image below for the steps outlined.

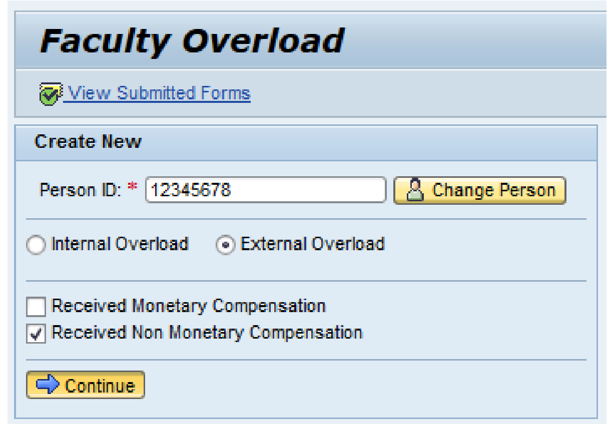
* Person ID will carry over from the previous screen.

5. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2014 through August 30, 2014, two separate requests/submissions are required. One for May 15, 2014 – June 30, 2014 and the second for July 1, 2014 through August 30, 2014.
6. Enter total number of days for the overload engagement during the date range previously specified. One hour is equivalent to 0.125 days.
7. Enter the name of the "External Employer".
8. Enter the "Total Compensation" expected for the overload.
9. Enter a brief description for the overload.
10. Click "Check" button to ensure form is completed correctly.
11. When all information is completed correctly, click "Submit to Workflow".



For External Overloads when <u>non-monetary</u> compensation is expected…

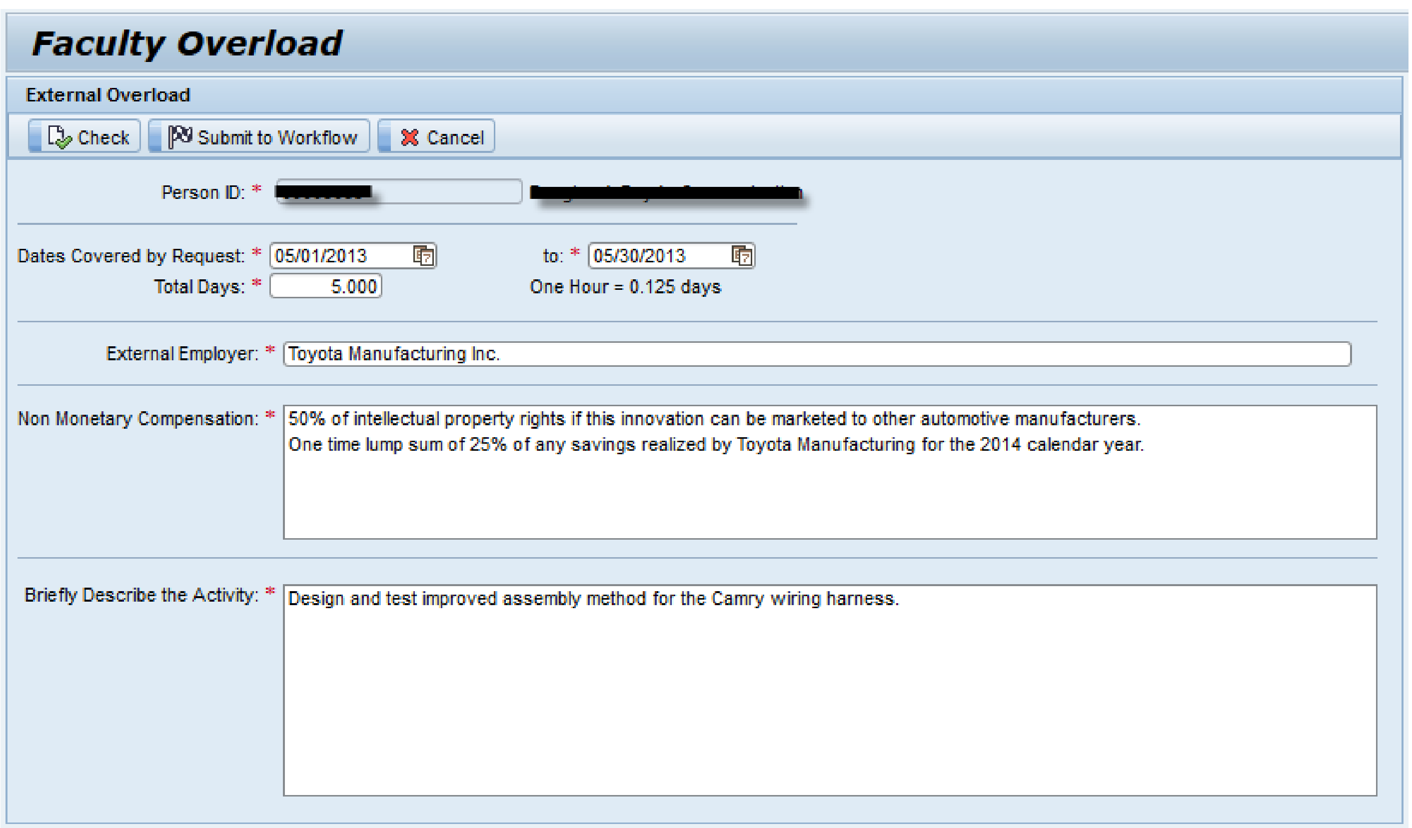
1. Enter a valid Employee/Person ID #
2. Select “External Overload”
3. Click check box for “Non-Monetary Compensation”.
4. Click “Continue”



Refer to the image below for the steps outlined.

* Person ID will carry over from the previous screen.

5. Enter date range to be covered by the request. Please note that a faculty overload request may not cross fiscal years. For example, if an overload spans May 15, 2014 through August 30, 2014, two separate requests/submissions are required. One for May 15, 2014 – June 30, 2014 and the second for July 1, 2014 through August 30, 2014.
6. Enter total number of days for the overload engagement during the date range previously specified. One hour is equivalent to 0.125 days.
7. Enter the name of the “External Employer”.
8. Enter the terms of non-monetary compensation expected.
9. Enter a brief description for the overload.
10. Click “Check” button to ensure form is completed correctly.
11. When all information is completed, click “Submit to Workflow”



Confirmation of Submission

If the form is submitted successfully, a confirmation window will provide a form number for reference. Please make a note of this number for future communication or to request assistance with any issues.