

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.

The screenshot shows the myUK portal interface for the University of Kentucky. The top navigation bar includes tabs for Launch Pad, Employee Self Service, Manager Self-Service, Student Administration, and Enterprise Services. The Enterprise Services tab is highlighted with a red box. Below this, a secondary navigation bar contains links for Time Tracker, IT Service Request, Workflow, UAMS, Time Tracker [new], and Facilities Management. The Workflow link is also highlighted with a red box. A left-hand navigation pane titled 'Detailed Navigation' lists various forms, with 'Faculty Overload Form' highlighted by a red box. The main content area displays the 'Faculty Overload' form, which includes a 'View Submitted Forms' link, a 'Create New' section with a 'Person ID' field and a 'Change Person' button, radio buttons for 'Internal Overload' and 'External Overload', and a 'Continue' button.

For Internal Overloads...

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

This is a close-up screenshot of the 'Faculty Overload' form. It shows the 'Create New' section where the 'Person ID' field contains the number '12345678'. The 'Internal Overload' radio button is selected, and the 'Continue' button is visible at the bottom of the form.

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”.

Faculty Overload

Internal Overload

Person ID: *

Dates Covered by Request: * to: *
Total Days: * One Hour = 0.125 days

Category: *

Compensation Rate: * Per Diem Fee Schedule
Total Compensation: *

Internal Accounts

Account	Department	% Distribution	Amount
<input type="text" value="XXXXXXXXXX"/>	UK INTERNATIONAL CENTER	100.00	500.00

Briefly Describe the Activity: *

Callout 1: % Distribution is required and it must total 100%. The first line defaults to 100% until updated.

Callout 2: Amount for each account number is automatically calculated by the form using total compensation multiplied by %

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"

Faculty Overload

[View Submitted Forms](#)

Create New

Person ID: * 12345678 [Change Person](#)

Internal Overload External Overload

Received Monetary Compensation
 Received Non Monetary Compensation

[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".

Faculty Overload

External Overload

[Check](#) [Submit to Workflow](#) [Cancel](#)

Person ID: * [REDACTED]

Dates Covered by Request: * 05/01/2013 to: * 05/30/2013

Total Days: * 5.000 One Hour = 0.125 days

External Employer: * Toyota Manufacturing Inc.

Total Compensation: * 5,000.00

Briefly Describe the Activity: * Design and test improved assembly method for the Camry wiring harness.

For External Overloads when non-monetary 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"

Faculty Overload

[View Submitted Forms](#)

Create New

Person ID: * 12345678 [Change Person](#)

Internal Overload External Overload

Received Monetary Compensation
 Received Non Monetary Compensation

[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"

Faculty Overload

External Overload

[Check](#) [Submit to Workflow](#) [Cancel](#)

Person ID: * [REDACTED]

Dates Covered by Request: * 05/01/2013 to: * 05/30/2013

Total Days: * 5.000 One Hour = 0.125 days

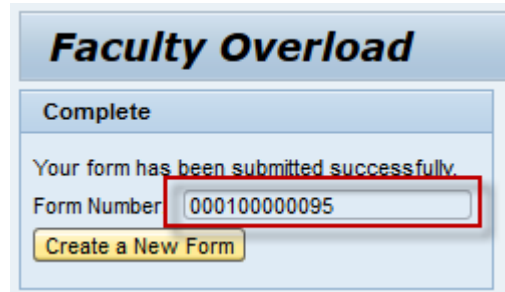
External Employer: * Toyota Manufacturing Inc.

Non Monetary Compensation: * 50% of intellectual property rights if this innovation can be marketed to other automotive manufacturers. One time lump sum of 25% of any savings realized by Toyota Manufacturing for the 2014 calendar year.

Briefly Describe the Activity: * Design and test improved assembly method for the Camry wiring harness.

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.



Faculty Overload

Complete

Your form has been submitted successfully.

Form Number

[Create a New Form](#)