UW-Whitewater Overload Principles:

[UW System Administrative Policy 1277](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation/) defines overload policy and procedure. An overload occurs when an employee consents to substantial additional work requirements in addition to their regular full-time duties, in effect creating a workload exceeding 100% of the employee's time, and the need for the performance of the additional work is unusual, short-term or nonrecurring in nature. The overload cap is based on a fiscal year. The cap is calculated based on the salary on the first day of an individual’s contract (7/1 for annual appointments and the first day of the academic contract for 9-month appointments); the cap for each individual will remain in place for the entire fiscal year regardless of change in salary. Work undertaken by UW-Whitewater staff at other campuses should be monitored by the Dean, Director, or Division Head at UW-W. Inter-institutional Agreements (IIAs) will be tracked as part of the overload cap (this will only include payments of over $1,000).

Federal grant specific information regarding overloads as they pertain to grant funds should be directed as follows:

• Pre-award overload questions should be directed to the Office of Research and Sponsored Programs.

• Post-award overload questions should be directed to a grant accountant in Financial Services.

Monitoring overload: Deans, Directors and Division Heads are responsible for monitoring employee overload and cap amounts. In instances where the cap will be exceeded an exception form will be requested to be uploaded with a Change of Status to enact the overload.

Schedule of Overload Payments:

The table below details the payment schedule of all overloads.

|  |  |  |  |
| --- | --- | --- | --- |
| Term | First Payment | Second Payment |  |
| Fall  Multiple        Single | Paid in November        NONE | Paid in February        Paid in February | If adjustments are needed, they will appear on the second payment.    Payment will be made after work is completed. |
| Winterim | Paid in February | No second payment |  |
| Spring    Multiple        Single | Paid in March        NONE | Paid in June        Paid in June | If adjustments are needed, they will appear on the second payment.    Payment will be made after work is completed. |
| Full Year    Multiple      Single | Paid in November      NONE | Paid in June        Paid in June | If adjustments are needed, they will appear on the second payment.    Payment will be made after work is completed. |

In instances where COS forms are completed late; payments will be made on the next payroll that includes an overload payment. Summer payments will be made according to the schedule in the Summer Session Section.