How to fill out the Payment Request form

**OVERLOAD/STIPEND PAYMENT REQUEST**

Date: 11/7/2017

- **Overload payment** – used for 100% FTE employees that will perform work in excess of his/her primary contract. 100% FTE employees working on an annual calendar will use this form year round. Academic 9 month pay employees will use this form during the academic year.

- **Stipend payment** – used for all employees who are under 100% FTE, academic year employees for summer work, or for employees of other University of Wisconsin institutions if payment is $1,000 or less (for payments over $1,000, use inter-institutional agreement).

**Is the employee working on a grant as part of a grant match?**

- Yes
- No

**For grant funded positions only**: work with Grants Office to verify effort and attach written permission from Program Officer. Granting agency as needed. The signature of Grants Accountant must be obtained before routing for other signatures.

This form must be received by the Office of Human Resources prior to the start of assignment.

Ensure all signatures are completed. Even if there are duplicate signatories, they must sign on all applicable lines.

Ensure that the total payment amount is the full amount the employee should receive for the duties listed on the contract. This should not be the per month or per pay period amount. If being paid on a per student credit hour, indicate SCH here.

**Explanation of why this request cannot be covered as “part of load”**:

**All parties below must read and sign verifying knowledge of the following statement.**

For **Overload** payments: As a full-time employee (.0 FTE) of UW-Superior, I agree to provide the service described above. I acknowledge the overload limit of 20% of my salary, or $18,000, whichever is greater, measured or the fiscal year for all positions. Payments exceeding this amount will not be made without prior Provost approval, obtained under separate communication by the HR/Payroll department. We certify that the above will not interfere with regular full time duties as assigned; the amount must be incorporated as part of workload, and is unused, short term and non-recurring per UPS Operational Policy TC3.

For **Stipend** payments: We certify that the above will not interfere with regular assigned duties and is unusual, short term and non-recurring. If this is for summer service or summer session, your total summer salary, regardless of source(s), may not exceed 2/9 of your academic year salary per UPS Operational Policy TC3. Payments exceeding this amount will not be made without prior Provost approval, obtained under separate communication by the HR/Payroll department.

- **Signature of Employee**
- **Date**
- **Signature of Chair/Supervisor**
- **Date**
- **Signature of Account Custodian**
- **Date**
- **Signature of Dean/Cabinet Officer**
- **Date**

**FORM SHOULD BE RECEIVED IN HUMAN RESOURCES ONLY AFTER ALL PARTIES HAVE SIGNED ABOVE**

- **Signature of Budget/Grants Officer**
- **Date**
- **Signature of HR Director**
- **Date**

Cc: Supervisor, Payroll, IIR, Employee, Budget Officer

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Click “Yes” or “No” for grant funding. If unsure if someone is on grant funding, contact budget or Grants Accountant.

“Hours required to complete work” is due to Affordable Care Act (ACA) compliance. This must be the actual hours needed to complete all duties described. For instructional work, see ACA Chart.

If employee works on an Academic Year contract, the dates and duties performed cannot span across summer and academic year calendars.

If HR receives form with missing signatures and/or information, it will be sent back to the department to complete.