## **Contact Information**

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

# **Accessing the Form**

The faculty overload form can be accessed via the myUK portal (at the link below). Chrome provides the best user experience.

# 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**

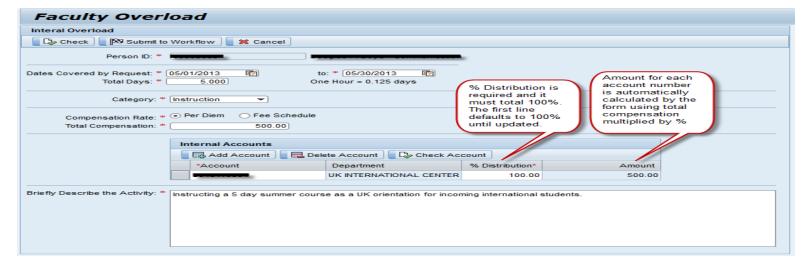
- 1. Enter a valid Employee/Person ID #
- 2. Select "Internal Overload"
- 3. Click "Continue"



- 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, 2022 through August 30, 2022, two separate requests/submissions are required.
  One for May 15, 2022 June 30, 2022 and the second for July 1, 2022 through August 30, 2022.
- 2. Enter total number of days for the overload engagement during the date range previously specified.

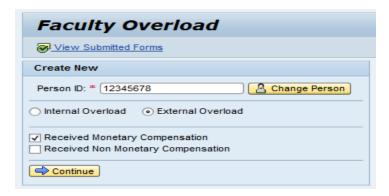
## One hour is equivalent to 0.125 days.

- 3. Select the appropriate category for the overload. The options are "Clinical", "Instruction", "Research" and "Service"
- 4. Compensation Rate: In most cases you should select Fee Schedule
- 5. Select the "Compensation Rate" and enter the "Total Compensation" expected for the overload.
- 6. 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.
- 7. Enter a brief description for the overload.
- 8. Click <Check> button to ensure form is completed correctly.
- 9. When all information is completed correctly, click < Submit to Workflow >.



# For External Overloads When Monetary Compensation is Expected

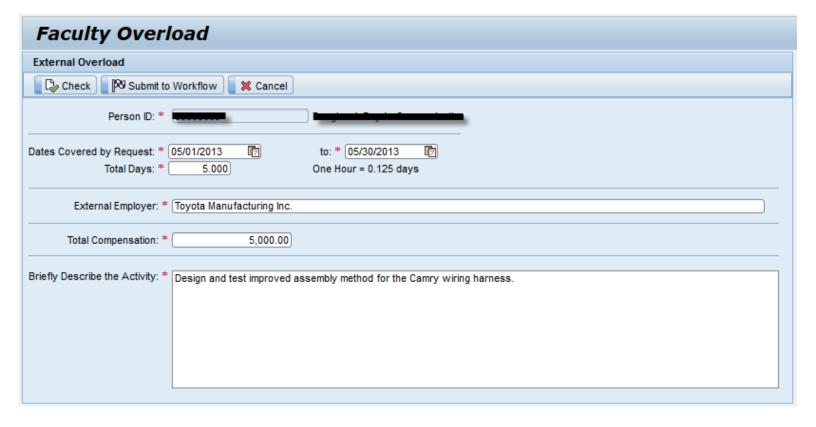
- 1. Enter a valid Employee/Person ID #
- Select "External Overload"
- 3. Click check box for "Monetary Compensation".
- 4. Click "Continue"



- 1. 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, 2012 through August 30, 2012, two separate requests/submissions are required. One for May 15, 2022 June 30, 2022 and the second for July 1, 2022 through August 30, 2022.
- 2. Enter total number of days for the overload engagement during the date range previously specified.

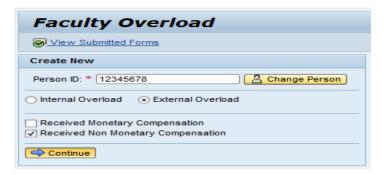
## One hour is equivalent to 0.125 days.

- 3. Enter the name of the "External Employer".
- 4. Compensation Rate: In most cases you should select Fee Schedule
- 5. Enter the "Total Compensation" expected for the overload.
- 6. Enter a brief description for the overload.
- 7. Click "Check" button to ensure form is completed correctly.
- 8. When all information is completed correctly, click "Submit to Workflow".



# For "External Overloads" When Non-Monetary Compensation is Expected

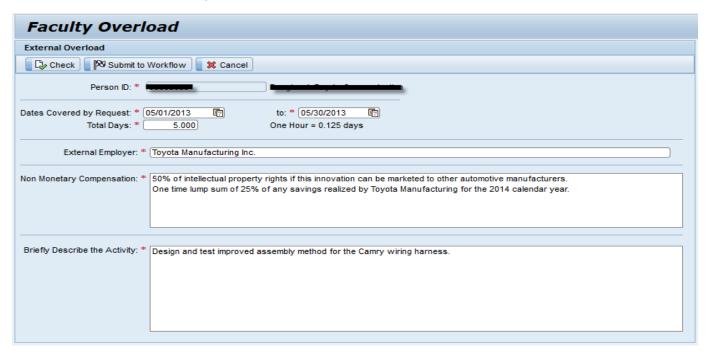
- 1. Enter a valid Employee/Person ID #
- 2. Select "External Overload"
- 3. Click check box for "Non-Monetary Compensation".
- 4. Click "Continue"



- 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, 2022 through August 30, 2022, two separate requests/submissions are required. One for May 15, 2022 June 30, 2022 and the second for July 1, 2022 through August 30, 2022.
- 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".



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.

