

OVERLOADS not included in the faculty salary proposal

DEAN-APPROVED OVERLOADS

- First Fall Course Overload at the school's standard overload rate - OR First Fall Service Overload up to the school's standard overload rate
- First Spring Course Overload at the school's standard overload rate—OR First Spring Service Overload up to the school's standard overload rate
- Non-degree or continuing education teaching overloads (use object code NT—11217 for exempt faculty and NTN—12777 for non-exempt faculty)
 - LIMITATION: the total number of days of activity cannot exceed the "one day per week on average" during the contract period

- Faculty Affairs staff requests to release a contract to add in a dean-approved overload should include:
- ⇒ Employee name
 - ⇒ Employee 7-digit ID
 - ⇒ Overload description (e.g., course number, units, amount)
 - ⇒ Reason for need for the overload (e.g., faculty on leave, need for an additional class due to unexpected large enrollment, etc.)
 - ⇒ Core
 - ⇒ Amount of current approved overloads (both dean-approved and provost-approved but excluding the current request)
 - ⇒ Amount of total overloads including the requested overload

OVERLOADS REQUIRING PROVOST APPROVAL

Any overload or supplemental salary not subject to dean-approval (see separate VPFAFA guide for mid-year administrative appointments).

- Dean submits a memo to the vice provost requesting approval. The request must be in advance of the activity/task/service to take place. The memo should include:
- ⇒ Employee name
 - ⇒ Employee 7-digit ID
 - ⇒ Overload description (e.g., course number, units, amount)
 - ⇒ Reason for need for the overload (e.g., faculty on leave, need for an additional class due to unexpected large enrollment, etc.)
 - ⇒ Core
 - ⇒ Amount of current approved overloads (both dean-approved and provost-approved but excluding the current request)
 - ⇒ Amount of total overloads including the requested overload

HOW TO ENTER SUPPLEMENTAL PAY INTO FSMS:

1. Go to "Faculty Proposal to Provost"
2. Go to "Amendment Effective Date" and enter the effective date of the change made to the contract
3. Go to the "Supplemental Salary Section" and click on "Add Suppl Line"
4. In the Supplemental Salary Section:
 - a. Enter the supplemental salary to be paid into the "Salary" field
 - b. Enter the "Start Date" and "End Date" of the admin appointment. These dates must fall in the contract year.
5. For "Salary Reason", enter the object code for the appropriate type of supplemental salary (see below):
6. For "Text" add a description. Example for a teaching overload: "for teaching [COURSE NO.] in [fall/spring] semester YYYY." Example for a service overload: "for course curriculum development for [COURSE NO.] from [date] to [date]"
7. Click on "Save Changes and Return to Summary"

COMMONLY-USED SUPPLEMENTAL SALARY OBJECT CODES (see separate Admin Appointment guide)

Overloads and Bonuses

11213	Faculty Teaching/Service Overload (non-IBS)
11215	Faculty Teaching/Service Overload—Summer (non-IBS)
11216	Clinical Faculty Service Overload (non-IBS)
11913	Keck School Clinical Faculty Overload (non-IBS)
11217	Faculty Non-Degree Teaching Overload Exempt (non-IBS)
12777	Faculty Non-Degree Teaching Overload—Non-Exempt (non-IBS)
11917	Keck Clinical Faculty Non-Degree Teaching Overload (non-IBS)
11230	Admin Stipend (IBS)
11231	Summer Admin Stipend (non-IBS)
11220	Summer Research Supplement (non-IBS)

Other Supplemental Pay

14241	Discr. Bonus—merit; paid yr end (non-IBS)
14255	Productivity Bonus (non-IBS)
11232	Other Faculty Supplement (IBS)
11233	Clinical Supplement (IBS)
11237	Keck School Clinical Supplement
11933	Keck School Clinical Faculty Supplement
14240	Keck Clinical Incentive
14243	Housing Subsidy
14242	Other—No Distinct Comp Plan (Non-IBS)
14251	Educational Loan Repayment