

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/iri/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. Below it, a secondary navigation bar contains links for Time Tracker, IT Service Request, Workflow, UAMS, Time Tracker [new], and Facilities Management. The Workflow link is highlighted. A sidebar on the left titled 'Detailed Navigation' lists various forms, with 'Faculty Overload Form' highlighted. 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 (marked with an asterisk) 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 of the 'Create New' section of the Faculty Overload form. It shows the 'Person ID' field with the value '12345678' and the 'Change Person' button. The 'Internal Overload' radio button is selected, and the 'Continue' button is visible at the bottom.

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, 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>.

Faculty Overload

Internal Overload

Check Submit to Workflow Cancel

Person ID: *

Dates Covered by Request: * 05/01/2013 to: * 05/30/2013
Total Days: * 5.000 One Hour = 0.125 days

Category: * Instruction

Compensation Rate: * Per Diem Fee Schedule
Total Compensation: * 500.00

Internal Accounts

Account	Department	% Distribution	Amount
	UK INTERNATIONAL CENTER	100.00	500.00

Briefly Describe the Activity: * Instructing a 5 day summer course as a UK orientation for incoming international students.

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

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

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”.

Faculty Overload

External Overload

Person ID: *

Dates Covered by Request: * to: *

Total Days: * One Hour = 0.125 days

External Employer: *

Total Compensation: *

Briefly Describe the Activity: *

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.

Faculty Overload

Complete

Your form has been submitted successfully.

Form Number 000100000095

Create a New Form