Overloads:

1. Overloads are paid to faculty who teach over their regular course load.
2. Complete the Employment section of the Personnel Action Form (PAF). Be sure to check Overload.
3. Pay group is Monthly.
4. The PAF must have a start date and an end date.

Reminders for Additional Pays:

- Monthly payroll cut off is the 10th of the month.
- Overloads are paid monthly each semester:
  - Fall paid out September – December
  - Spring paid out February – May
- If the PAF is not received in HR by the payroll cut off, there will be no retro pay. The payment will be divided over the remaining months.
- Overloads are charged to the salary line of the budget.