

Overload Pay Request

Due Date: **August 15** for the Fall term; **January 15** for the Spring term.

Overloads will be paid in four installments:

Fall term: September through December

Spring term: February through May

Please submit this form by the specified deadline for on-time processing of payments.

Pay Structure:

1-credit hour course: \$3,500

3 or 4-credit hour course: 10% of base pay; \$10,000 minimum and \$15,000 maximum.

Requestor Name:

Date:

Instructor Name:

Email Address:

University ID:

Department:

Course Title:

Credit Hours:

Term: Spring 20____ Fall 20____

Notes:

Chair Signature:

Date:

Instructor Signature:

Date:

Supervisor Signature:

Date: