

Guidelines for Service in Excess of 100% for Academic Employees

Service in Excess of 100% payments are paid for overload teaching (overload is defined as teaching duties performed over and above the employee's normal required teaching load) or for other special projects or assignments normally outside an employee's routine responsibilities after the service is performed. **NECESSARY APPROVALS MUST BE OBTAINED *PRIOR* TO SERVICES BEING PERFORMED.**

Guidelines

Full-time employees shall not receive compensation for services in excess of a normal schedule within the University except for a reasonable amount of instruction in continuing education courses or grading of special examinations (outside regular course work), all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule only with advance approval of the Chancellor. These exceptions should be held to a minimum. (See [University Statutes, Article IX, Academic and Administrative Staff, Section 5c, Services Rendered to the University](#))

Service in excess of 100% payments are designated for specific duties outside the regular responsibilities and are not intended for payment in lieu of a base increase to the salary, and should not be confused with "other duties as assigned."

Note: Normally, special projects are outside the home unit.

Examples of Acceptable Payments:

- Payment to a faculty member teaching an additional class to cover for a faculty member on leave (Overload)
- Payment to an employee for performing at a commencement ceremony or other special occasion

Examples of Unacceptable Payments:

- Payment to an employee for extra effort pertaining to their normal duties (ex: normally reviews 5 proposals but reviewed 10)
- Payment to an employee who has been performing duties at a higher level prior to all necessary approvals being obtained such as OEOA, Provost, Board of Trustees

- Payment for performing duties prior to their employment eligibility being determined

Full-time academic employees who are eligible to receive a service in excess of 100% payment:

- Faculty
- Other academics and Academic Professionals
- UI Retiree/SURS Annuitant

Approvals/Forms Required:

- The paying unit must obtain a fully executed Request for Service in Excess of 100% form including approval from the department heads and deans (or designees) of both the home unit and the requesting unit *prior* to services being performed. The fully executed Request for Service in Excess of 100% form must accompany the HR Transaction when forwarded to Academic Human Resources.

NOTE: U of I rehired retirees also require a fully executed Request Form for Re-employment of a U of I Retiree

Additional approvals (in addition to department heads and deans) required:

- Full-time academic employees receiving a service in excess of 100% payment greater than \$5000 – The Request for Service in Excess of 100% form must also be approved by Academic Human Resources *prior* to the services being performed.
- Faculty on Sabbatical leave – written approval from the Chancellor or his/her designee *prior* to services being performed.
- Rehired Retirees - written approval from the Chancellor or his/her designee *prior* to services being performed (currently, the Assoc. Provost for HR reviews/approves the Request Form for Re-Employment of a U of I Retiree).

Payment Guidelines

Service in excess of a full-time appointment should be temporary and kept to a minimum; total payment is not to be paid until all service has been performed.

Request for Service in Excess of 100%

Service in Excess/Lump Sum Form – Overtime Eligible

Service in Excess/Lump Sum Form – Overtime Exempt

The Request for Service in Excess of 100% policy and guidelines do not apply to less than full-time Academic Employees. Processing guidelines for lump sum payments for these employees can be found at:

Guidelines for Lump Sum Payments for Less than Full-Time Academic Employees
<http://humanresources.illinois.edu/employees/forms/Lump-Sum-Payments.html>