Overload Approval System
User Guide

Office of Human Resources

Compensation and Titling

21 North Park Street

Last Reviewed 3/17/17

Table of Contents

Introduction

Manual Goal

The objective of this document is to understand how to manage overloads on the UW-Madison campus. This document is intended to be used by HR, payroll, and other professionals responsible for administering overloads for faculty (FA), academic staff (AS), Limited appointees (LI), and University Staff (CP, CJ).

Contents

- Links to overload policy, and overload systems
- Step by step procedures

Requirements for System Access

Anyone with a Net ID can access the overload system and initiate a request. Individuals cannot initiate an overload for him/herself. Typically, the system is accessed by HR staff at the department and division level.

- JEMS – Position Vacancy Listing (PVL) Division-level JEMS PVL access is required for a user to provide final approval to an overload

Links and Resources

- UW-Madison HR overload policy - https://kb.wisc.edu/ohr/policies/page.php?id=53140
- Overload system – https://apps.ohr.wisc.edu/overload/Reviewer/Default.aspx
- JEMS authorization form - https://uwservice.wisconsin.edu/docs/forms/jems-authorization-form.pdf
  - Email completed form to JEMSaccess@ohr.wisc.edu
- Inter-Institutional employment overload request form - https://www.wisconsin.edu/financial-administration/download/forms/inter-institutional_forms/Inter-Institutional%20Employment%20Overload%20Request%20Form%20for%20Unclassified%20Employees.pdf

Questions

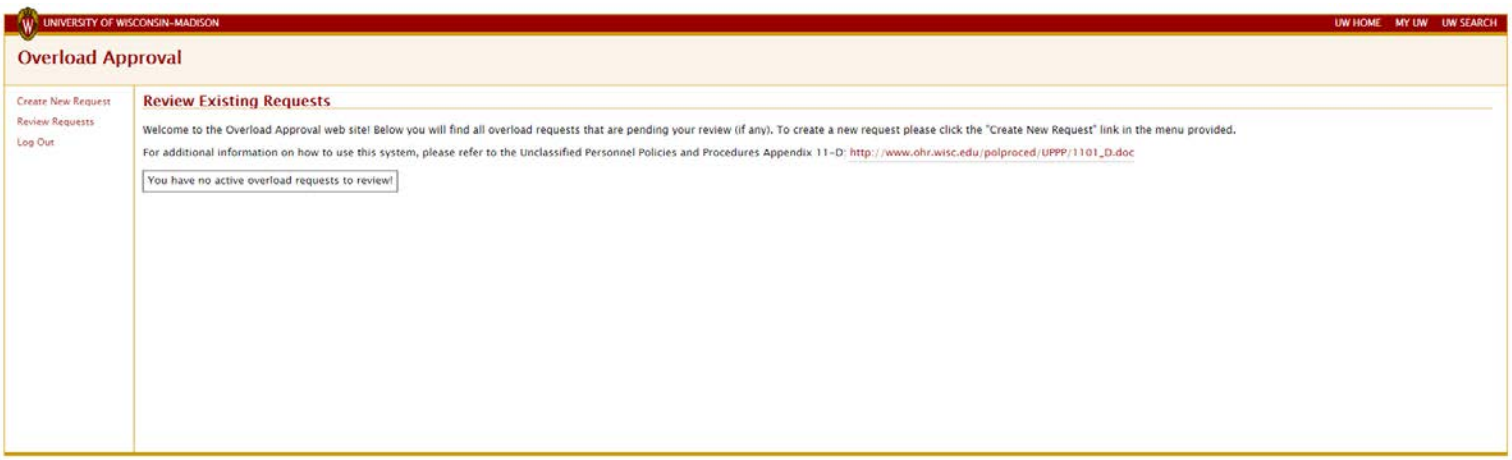
Contact your assigned Compensation and Titling representative. http://www.ohr.wisc.edu/udds/

Overload Request Submissions

All overload requests are required to be submitted and approved prior to any of the overload work being performed. These requests should not be submitted during or after the work has been performed.

Accessing the Overload System

The Overload Approval website requires a NetID and password. Once logged into the system, the below image will automatically populate; this is the home page. The menu on the left side of the page provides a variety of actions users can take. If a user has an overload pending review, it will appear on the main screen.



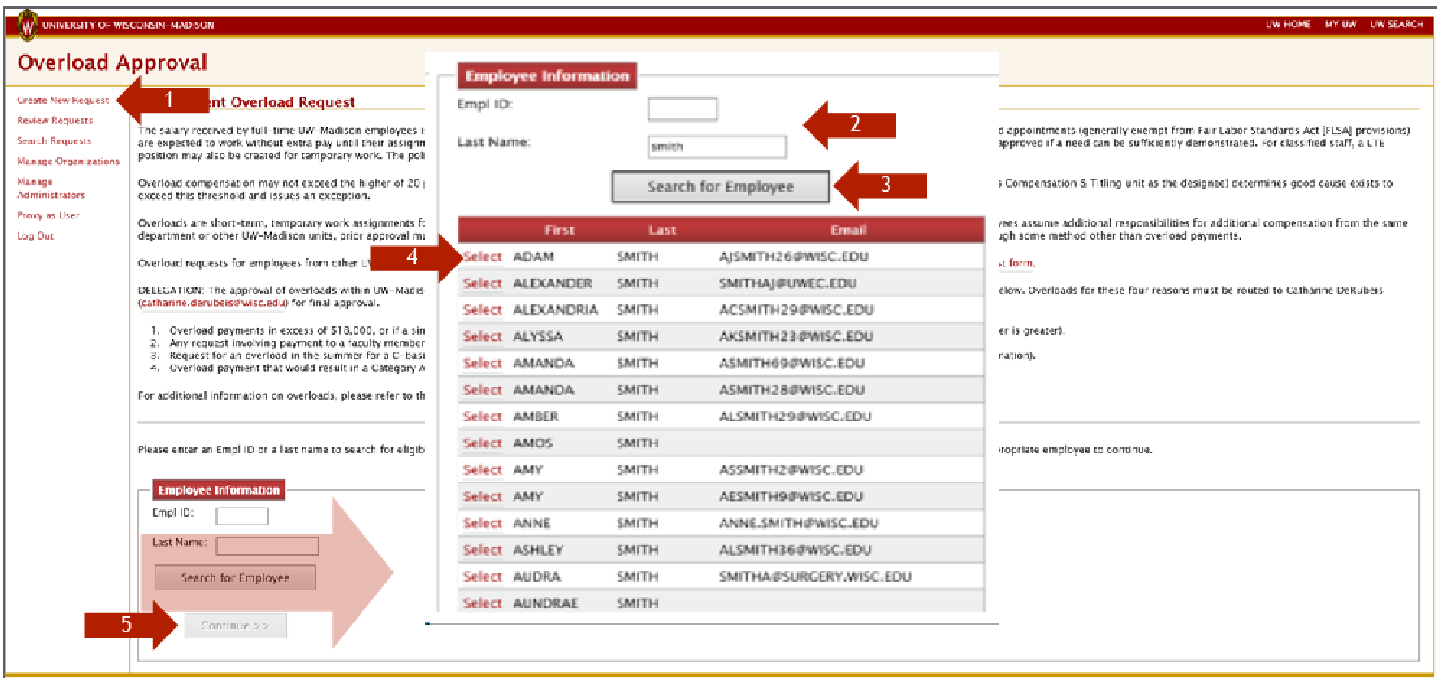
Actions for Existing Requests https://apps.ohr.wisc.edu/overload/Reviewer/Default.aspx	
Review	Provides the details of the overload on one screen for the user to approve, deny, and/or send back to previous user.
Edit	Allows the user to pick up working on an overload started or make changes to the overload submitted for their review. Once it is submitted to the next level for approval, the Edit option is no longer available.
Cancel	Cancels the overload request. Once an overload is cancelled, a new one must be created in its place. A cancelled request cannot be reactivated. The overload can be cancelled at any step in the approval process, as well as after it is approved if it is determined that the work does not need to be done (e.g. course is cancelled).

Overload System Roles

Approval Levels This table describes each role in an overload transaction request.	
Creating Department	For those divisions that are currently identified as decentralized, the creating department will be the name used for the first step in the overload process; the department creating the overload will initiate the overload request. The divisions listed below have been identified as decentralized. To change the status, or add divisions not represented, contact your Compensation & Titling representative. Decentralized Divisions - A07, A17, A19, A34, A48, A53, A87, and A93
Employing Departments	• The employing department(s) are the unit(s) the incumbent in the proposed overload currently works for at the time of the overload request. <u>All</u> employing departments need to be included in the routing to ensure they have approved the overload request. • It is anticipated most departments will assign the department administrator as the person that should receive the overload request. This person can serve as the designee for the department chair. The approval process includes a comments section that can be utilized to indicate the overload approval is being made on behalf of the department chair. • If the person creating the overload is not sure who to forward the approval to, contact the department in which the employee is currently employed to determine the name of the person to whom the approval should be routed to.
Creating Dean/Director/ Designee	• If the division is centralized, the creating Dean/ Director/Designee will be initiating the overload request. The person approving at this level will serve as the designee of the Dean/Director/Designee. • If the person serves as the last step in the overload approval process, they must have division-level access to JEMS PVL. • If the division is decentralized, a person in the department requesting the overload initiates the overload request. The approval path is discussed later in this document and will depend on whether the employee’s current position is in a centralized or decentralized division.
Employing Dean/Director/ Designee	The employing Dean/Director/Designee refers to the person approving the overload for the division in which the incumbent is employed. If an employee has two employing departments in different divisions, both employing units need to approve the overload.

Starting a New Overload Request

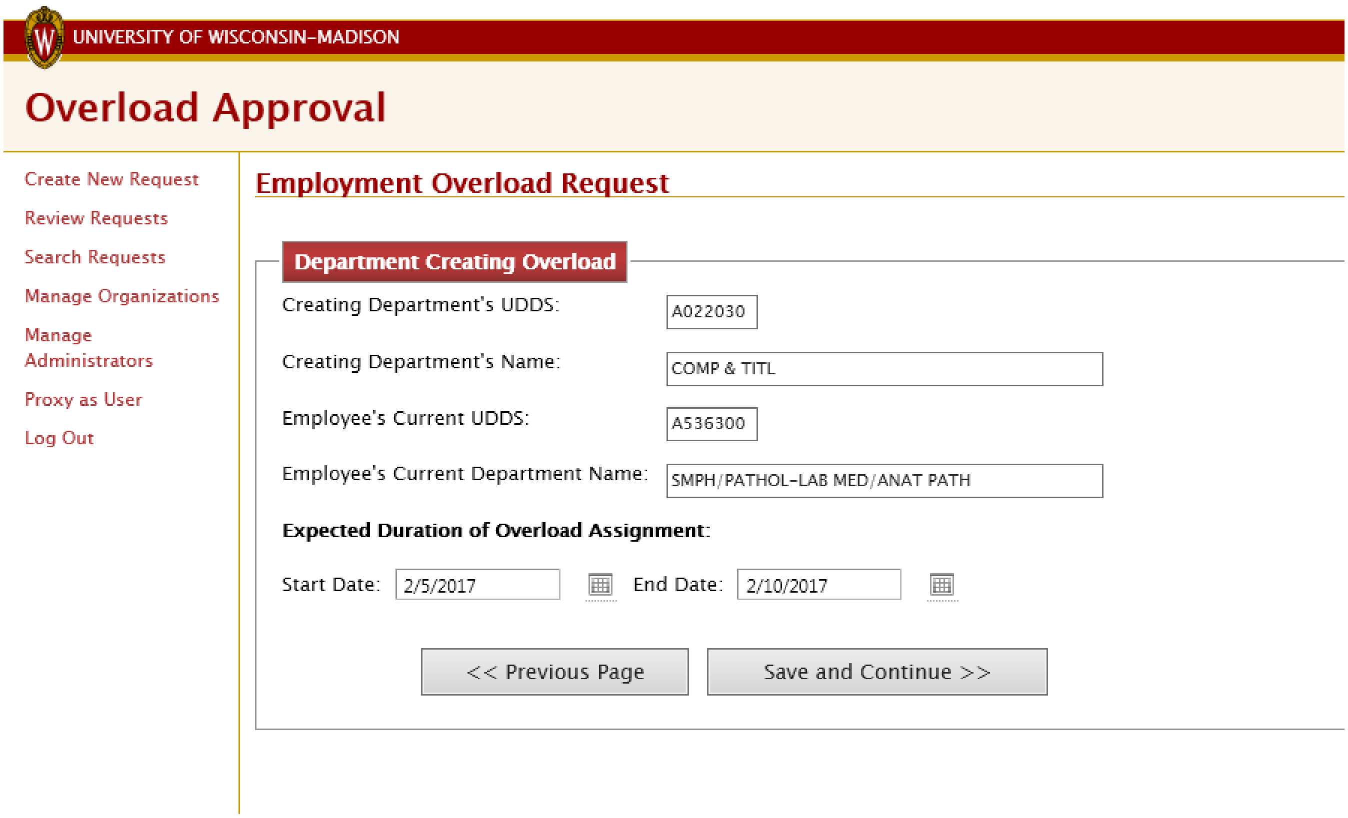
The department or dean/director/designee's office that generates the need for an overload initiates the request in the system.



Steps for Creating a New Overload Request		
1	Click on New Request	This starts a new request for a new overload.
2	Fill in the Employee Information	Enter in the Employee ID or Last Name of the employee who will receive the overload.
3	Search for Employee	This button searches HRS.
4	Select Employee	If multiple names populate, click select next to the appropriate name. *Use the employee directory (http://www.wisc.edu/directories/) to verify the correct person is selected.
5	Click Continue	Click *Continue* will bring the user to a page where the employee information will appear. * If the wrong person is selected, the user will have the opportunity to return to this page and select the correct employee.

Department Creating Overload

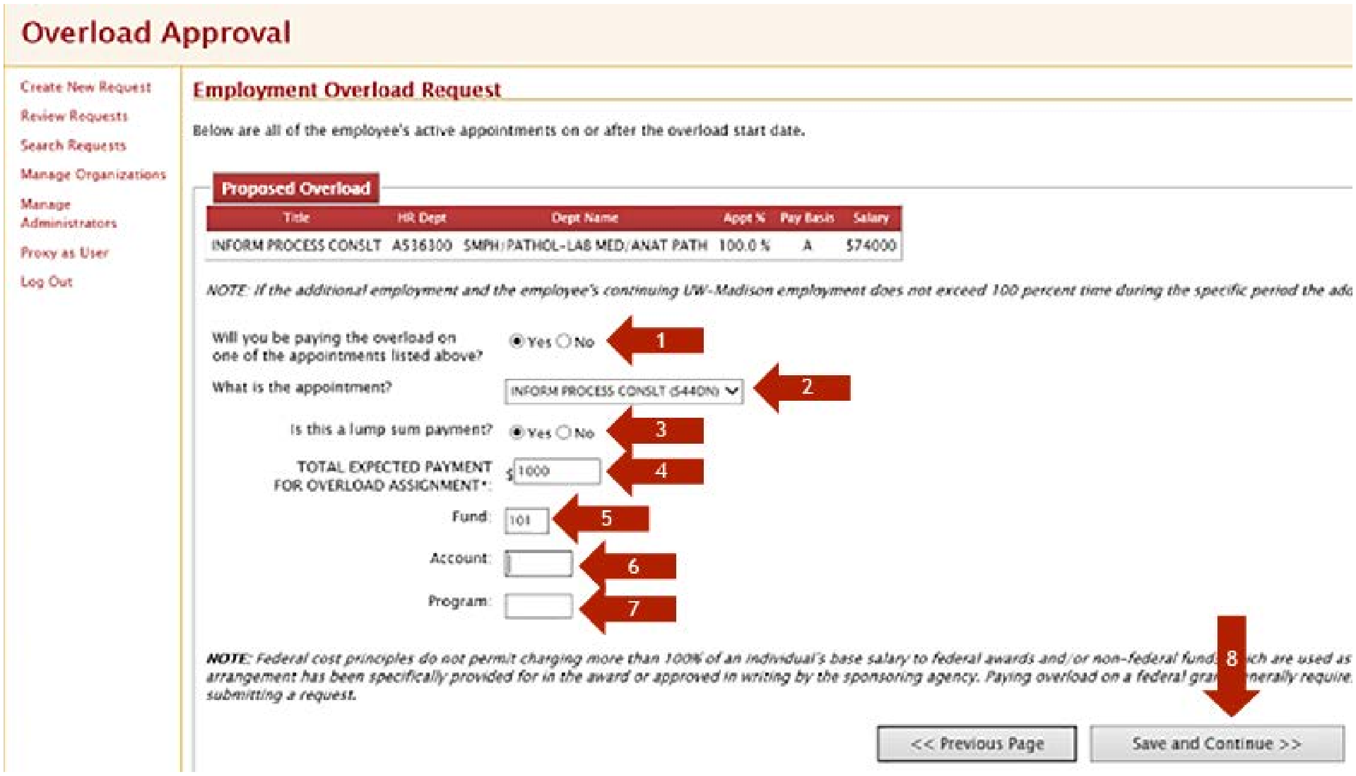
Overload requests can be submitted by departments or divisions. The first step in requesting overloads is indicating which department is making the request. Follow the steps below for completing this page in the request.



Department Creating Overload Steps:		
1	Enter the UDDS	The department will automatically populate into the next field. *The UDDS in which the employee is currently employed will automatically populate.
2	Enter Dates	Enter in the start and end date of the overload.
3	Save and Continue	Click *Save and Continue*

Scenario #1

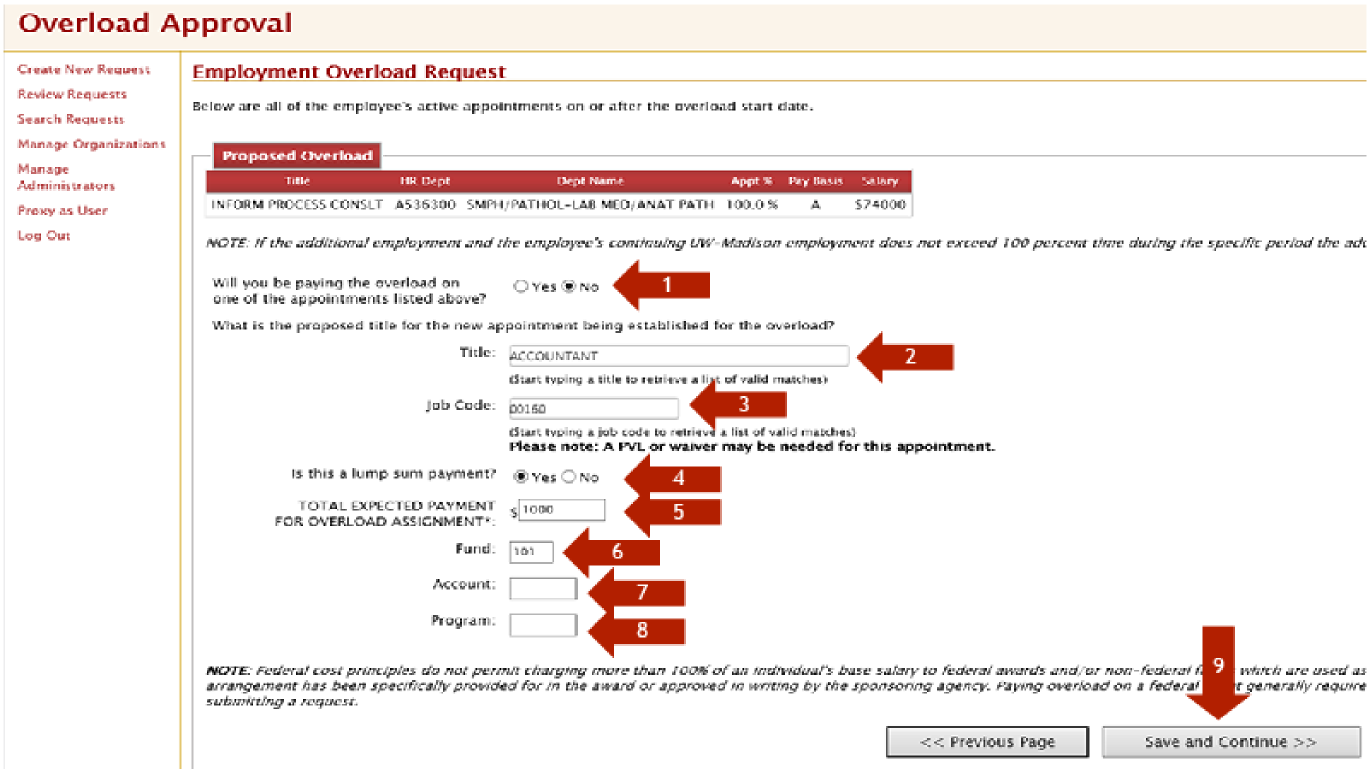
Scenario #1 is an example of how to complete an overload request that will be paid on an existing appointment and paid as a lump sum.



Proposed Overload Steps:		
1	Select Yes or No	Select *Yes* or *No* if the overload will be paid on one of the appointments listed. *The above scenario indicates the overload will be paid on the Information processing Consultant position.
2	Select the Appointment	Select the appointment the proposed overload request is being completed on. *The above scenario shows only one appointment for the employee and the answer to step 1 was yes. This means that the Information Processing Consultant must be selected.
3	Select Yes or No to Lump Sum Question	Select whether the payment to the person will be in a lump sum.
4	Enter $ Amount	Enter in the expected dollar amount for the overload payment.
5	Enter Fund #	Enter in the fund # (required) that will assume the overload payment.
6	Enter Account #	Enter in the account # (if applicable) that will assume the overload payment.
7	Enter Program #	Enter in program # (optional).
8	Save and Continue	Click Save and Continue.

Scenario #2

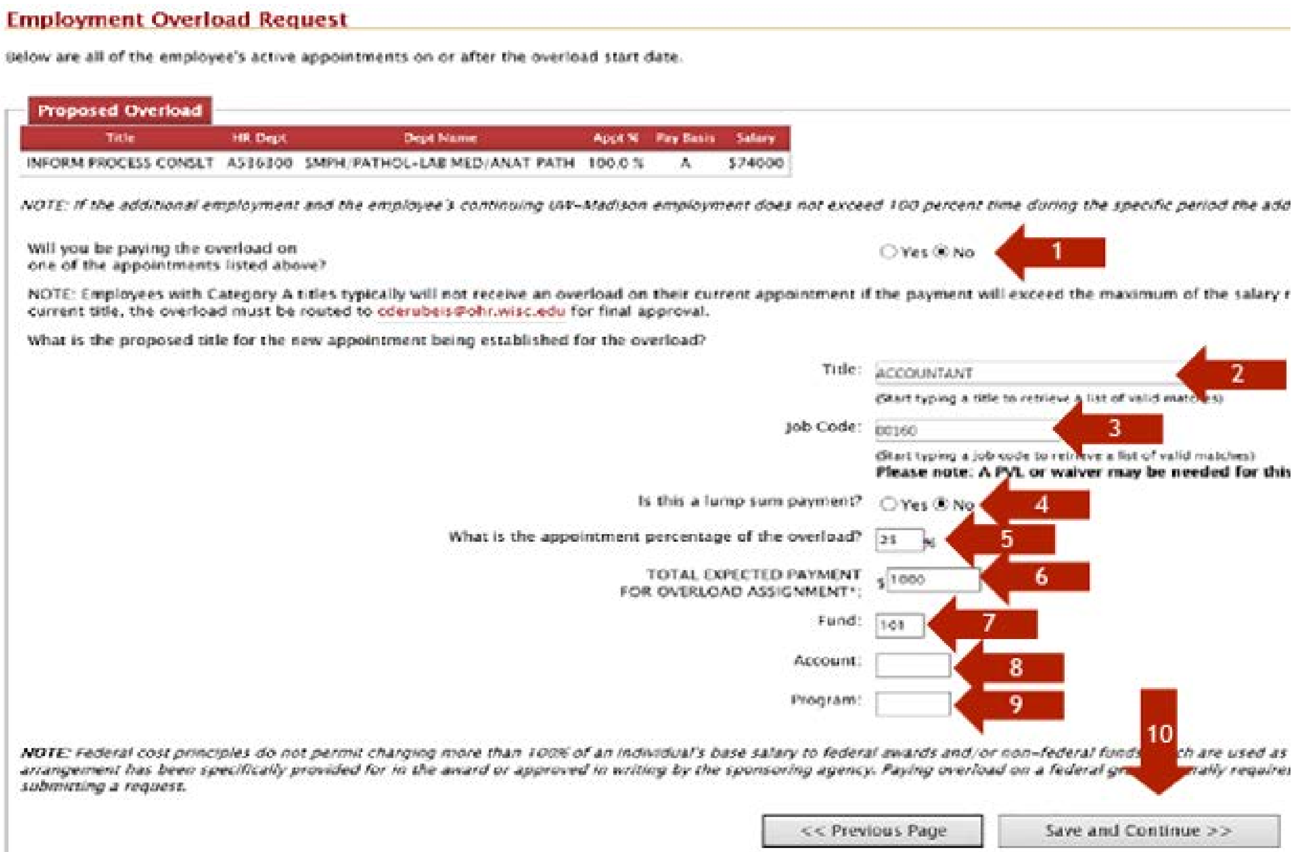
Scenario #2 is an example of how to complete an overload request that will be paid on a new appointment and paid as a lump sum.



Proposed Overload Steps:		
1	Select Yes or No	Select *Yes* or *No* to whether the overload will be paid on one of the appointments listed. *The above scenario indicates the overload will <u>not</u> be paid on an existing appointment.
2	Select the proposed Appointment Title	If no is answered in step 1, enter in the proposed appointment title. The list of titles has various abbreviations for prefixes. For example, Associate may be written out or abbreviated (hint: start typing the title without the prefix). * The above scenario indicates that the overload is not being paid on a current appointment. A new title will need to be selected.
3	Select the job code	Enter in the job code. Hint: Start typing the job code to retrieve matches.
4	Select Yes or No to Lump Sum Question	Select whether the payment to the person will be in a lump sum. *The above scenario indicates the overload payment will be a lump sum.
5	Enter $ Amount	Enter in the expected dollar amount for the overload payment.
6	Enter Fund	Enter in the fund number (required) that will assume the overload payment.
7	Enter in Account	Enter in the account number (if applicable) that will assume the overload payment.
8	Enter in Program	Enter in program number (if applicable).
9	Save and Continue	Click *Save and Continue*.

Scenario #3

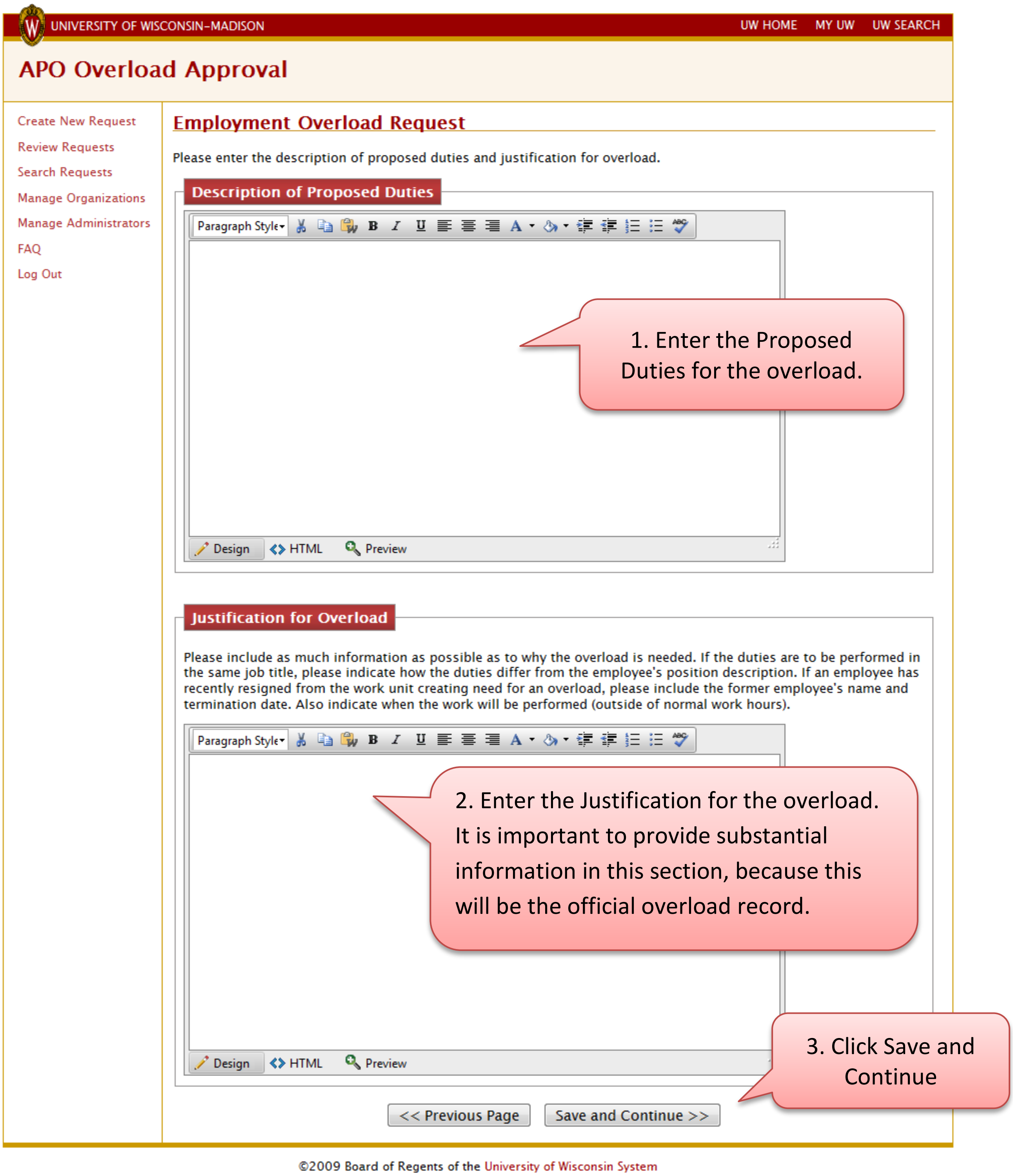
Scenario #3 is an example of how to complete an overload request that will be paid on a new appointment and not paid as a lump sum.



Proposed Overload Steps:		
1	Select Yes or No	Select *Yes* or *No* to whether the overload will be paid on one of the appointments listed. *The above scenario indicates the overload will not be paid on an existing appointment.
2	Select the proposed Appointment Title	If no is answered in step 1, enter in the proposed appointment title. The list of titles has various abbreviations for prefixes. For example, associate may be written out or abbreviated (hint: start typing the title without the prefix). * The above scenario indicates the overload is not being paid on a current appointment. A new title will need to be selected.
3	Select the job code	Enter in the job code (hint: start typing the job code to retrieve matches.
4	Select Yes or No to Lump Sum Question	Select whether the payment to the person will be in a lump sum. *The above scenario indicates the overload payment will not be a lump sum.
6	Enter $ Amount	Enter in the expected dollar amount for the overload payment.
6	Enter Fund	Enter in the fund number (required) that will assume the overload payment.
7	Enter in Account	Enter in the account number (if applicable) that will assume the overload payment.
8	Enter in Program	Enter in program number (if applicable).
9	Save and Continue	Click *Save and Continue*.
10	Enter in PVL or waiver	Enter in a PVL or PVL waiver into JEMS PVL.

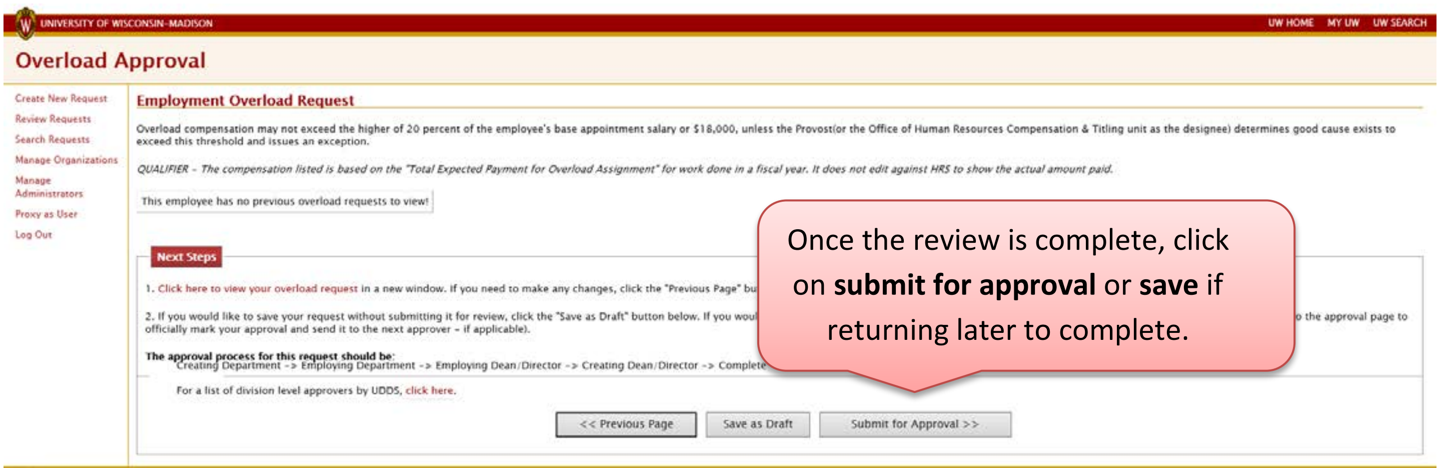
Description of Proposed Duties

The *Description of Proposed Duties* screen is used to enter in proposed duties and justification for the overload. Follow the steps on the screenshot.



Review of Overloads

Review the list of all overloads approved during the current year. The system reflects only the amount approved, not the actual amount paid. If an employee is near $18,000 or 20% of the employee's base salary maximum (whichever is greater), the creating dean's office should work with the employing dean's office to ensure that the maximum will not be exceeded. If there is a need to exceed the campus threshold, the overload will be routed to OHR Compensation and Titling for final approval (process outlined in the approval section of this document). A justification to exceed the threshold is required at the time the overload is submitted.



Routing the Request

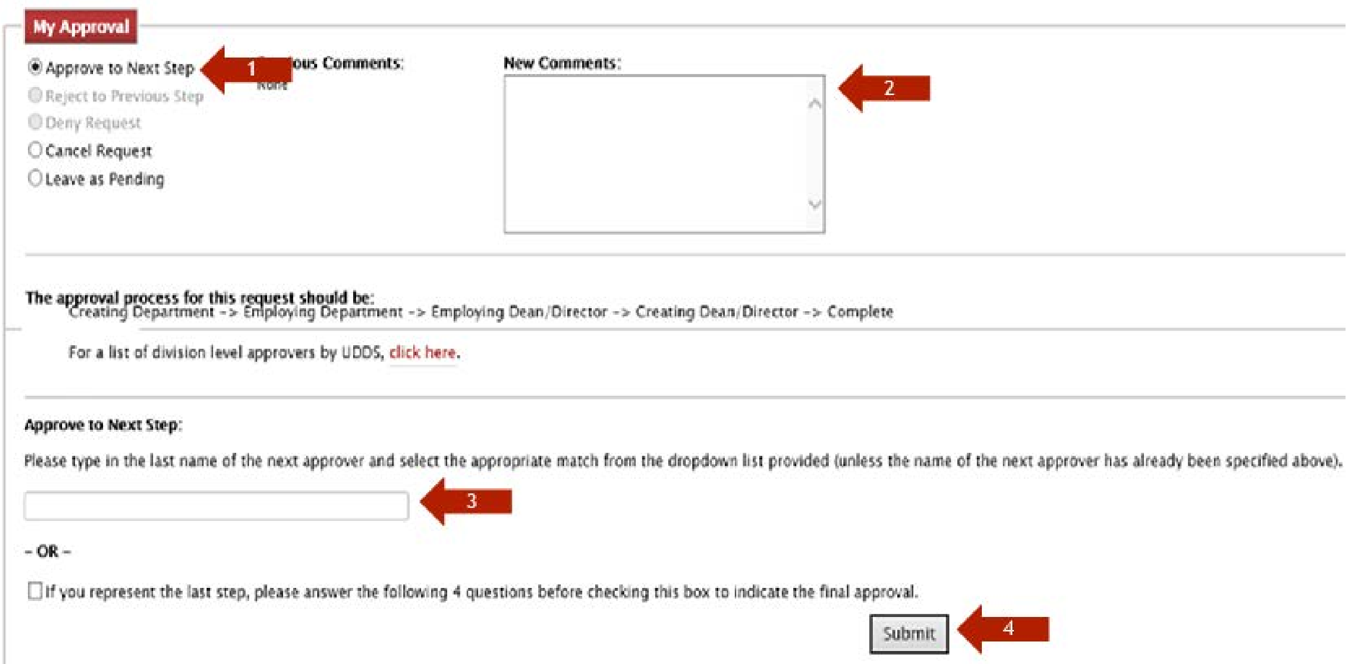
The overload system considers whether the creating and employing UDDS for the employee are centralized or decentralized. The required approval path is provided to the person creating the overload so he/she knows how to route the request.

When an overload is assigned to a user, he/she receives an email indicating an overload is pending approval, and the person must log into the overload system using their NetID and take action on the overload request. Following the approval process identified on the overload request, the request is routed from the creating department to the employing units, and when applicable, the final step is the dean/director's office of the unit creating the overload or the Office of Human Resources. The below image shows the approval process workflow.

The person creating the overload will click on the *Submit for Approval* button in preparation for beginning the routing process.

The Approval Process

For security purposes, access to the Final Approval checkbox is tied to a person's PVL authorization access. Only users with division level access can approve the overload for payment. These individuals are listed on the excel spreadsheet that is accessed on the page where it indicates "For a list of division level approvers, click here."

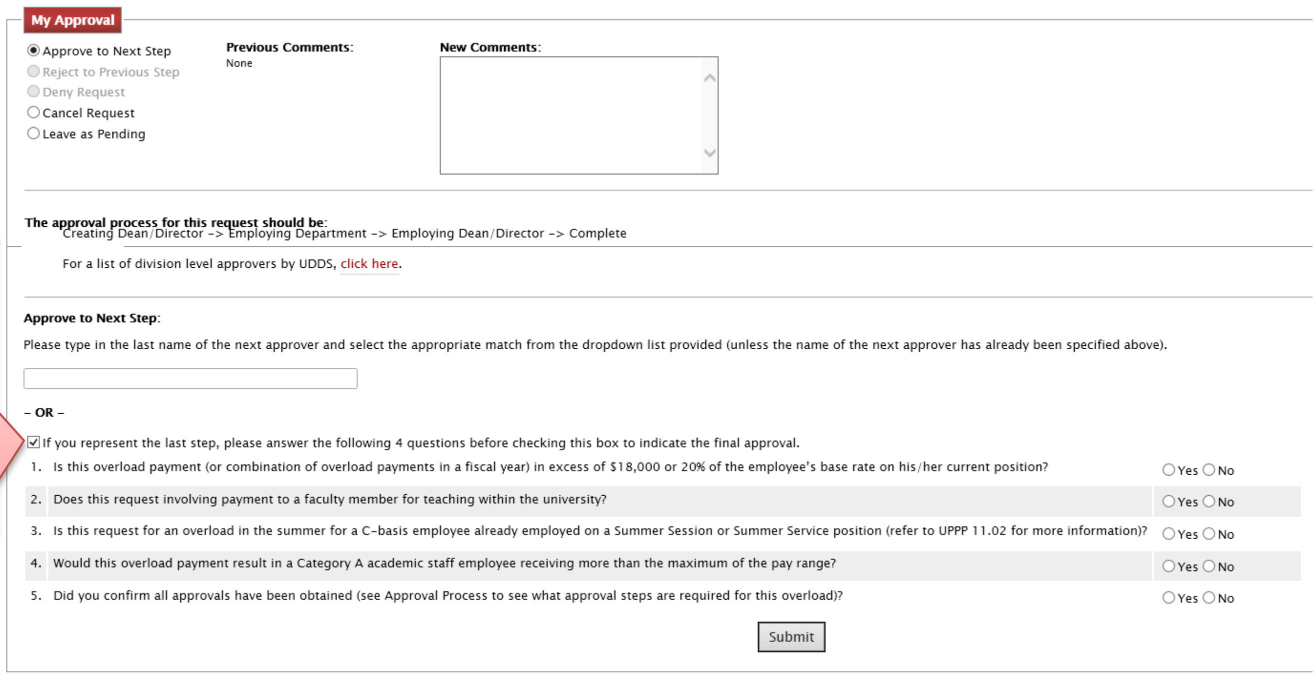


	Review Overload Request Steps *This page is completed by the person who initiated the overload request
1	Click on *Approve to the Next Step*
2	The *New Comments* section is a good place to note when an overload is being approved as a "one-time only" overload, or if you are the designee for the department chair. Comments in the comment box can be viewed by the next people in the approval process.
3	Select an email address for the next person in the approval process (contact the employee's current employing unit to ensure proper routing).
4	Click *submit*. An email is sent to the person who needs to take action on the overload. The email contains the name of the person for whom the overload is requested, and the link to the overload system. The overload should continue to be routed using the path identified within the system.

Final Approver Process Questions

Once the overload request is ready for the final approver to review, five questions appear that need to be answered to complete the overload. If the answer to any of the first four questions is *Yes*, the overload routes to OHR for final review/approval per the overload policy (these reasons are not delegated to departments. *per the overload policy).

If you are the final approver, click on this box to answer the questions.



My Approval

- Approve to Next Step
- Reject to Previous Step
- Deny Request
- Cancel Request
- Leave as Pending

Previous Comments: None

New Comments:

The approval process for this request should be: Creating Dean/Director -> Employing Department -> Employing Dean/Director -> Complete

For a list of division level approvers by UDDS, click here.

Approve to Next Step:

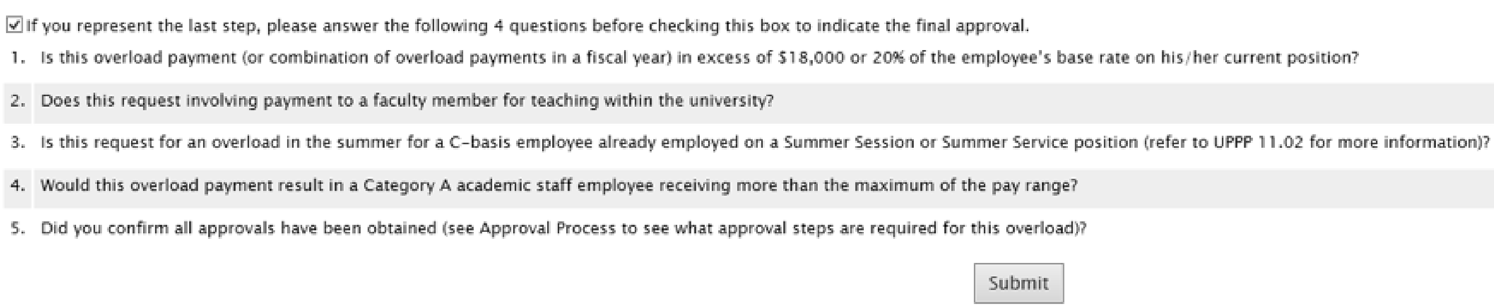
Please type in the last name of the next approver and select the appropriate match from the dropdown list provided (unless the name of the next approver has already been specified above).

– OR –

If you represent the last step, please answer the following 4 questions before checking this box to indicate the final approval.

1.	Is this overload payment (or combination of overload payments in a fiscal year) in excess of $18,000 or 20% of the employee's base rate on his/her current position?	Yes No
2.	Does this request involving payment to a faculty member for teaching within the university?	Yes No
3.	Is this request for an overload in the summer for a C-basis employee already employed on a Summer Session or Summer Service position (refer to UPPP 11.02 for more information)?	Yes No
4.	Would this overload payment result in a Category A academic staff employee receiving more than the maximum of the pay range?	Yes No
5.	Did you confirm all approvals have been obtained (see Approval Process to see what approval steps are required for this overload)?	Yes No

Submit



If you represent the last step, please answer the following 4 questions before checking this box to indicate the final approval.

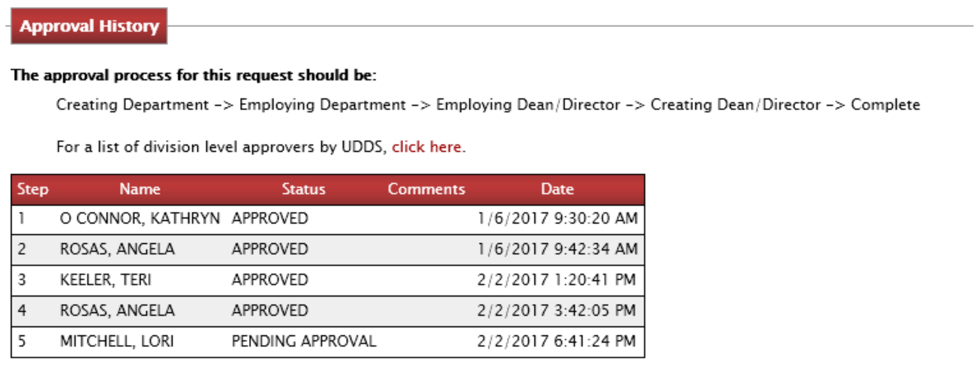
1. Is this overload payment (or combination of overload payments in a fiscal year) in excess of $18,000 or 20% of the employee's base rate on his/her current position?
2. Does this request involving payment to a faculty member for teaching within the university?
3. Is this request for an overload in the summer for a C-basis employee already employed on a Summer Session or Summer Service position (refer to UPPP 11.02 for more information)?
4. Would this overload payment result in a Category A academic staff employee receiving more than the maximum of the pay range?
5. Did you confirm all approvals have been obtained (see Approval Process to see what approval steps are required for this overload)?

Submit

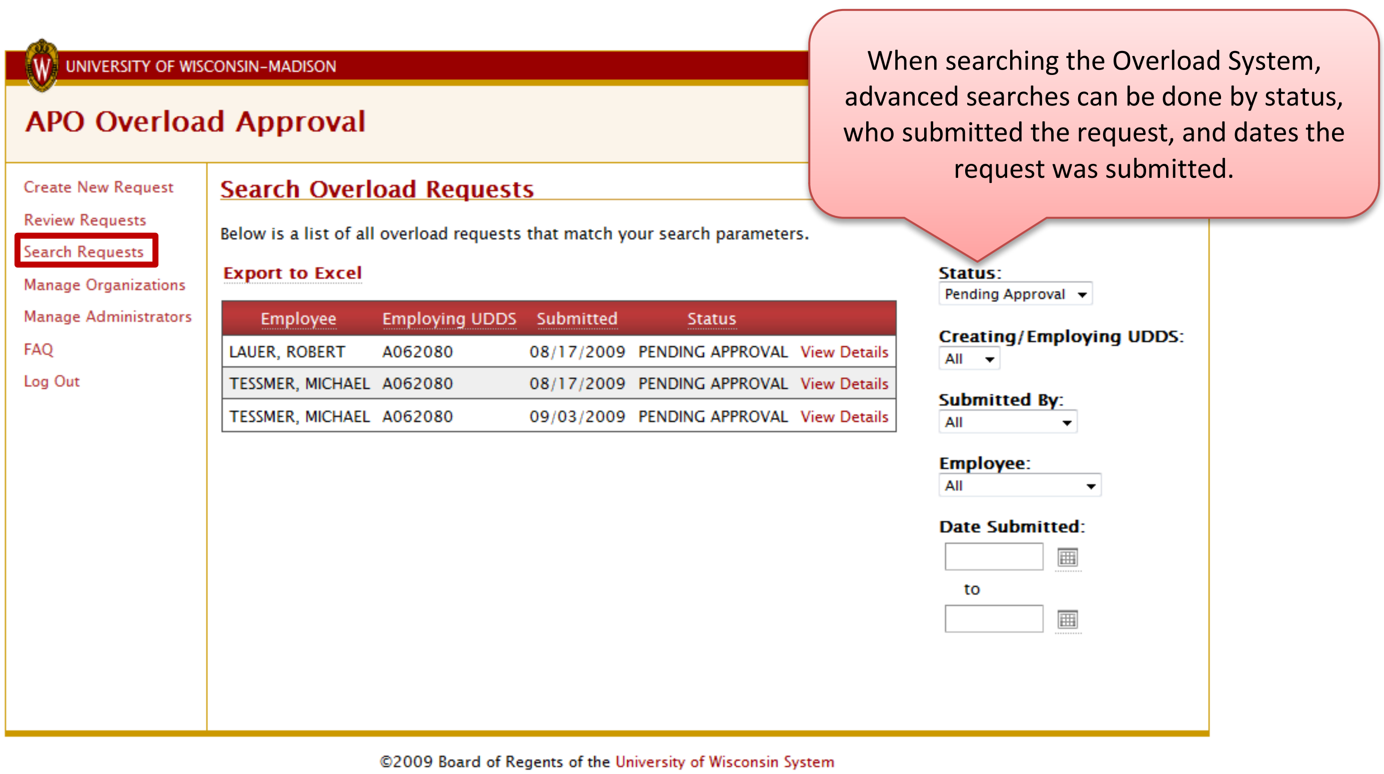
When the final approver submits the overload, an email goes out to all previous approvers of the overload. The email states that the overload is approved for payment and the creating unit should contact the appropriate payroll person for payment.

Overload Request Status

To determine where an overload is in the routing process, any person involved in the approval process can log in and review existing requests. The Approval History provides the status of the request.



Overload System Search Function



Search Feature Steps	
1	Log into the overload system (will require NetID and password)
2	Click on search request. Users will be able to see overload transactions for assigned UDDS.
3	Click on view details to see the overload transaction request.

Pulling Approvals Back

If an overload request was submitted that needs to be corrected, clicking on the *Pull Approvals Back to My Step* wipes out all approvals that happened after the person last had the overload.

Extending or Cancelling an Approved Overload

Once an overload has been finalized in the system, only C&T can modify the overload. C&T can do one of three things the divisions cannot.

- **Cancel Approved Overload** - if the work no longer needs to be done, the overload can be canceled.
- **Reset to Pending Approval** - if there was an error in the approval chain, or modifications need to be made, C&T can reset the overload to Pending Approval, which allows the final approver to make changes, forward the overload to a new person for review or approval, or allows the user to cancel the overload themselves.
- **Extend Overload** - If the overload needs to be extended by either time or the amount to be paid, divisions can contact their C&T rep to extend the overload.