



Payment for Additional Work

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Payment for Additional Work: Assessment Job Aid

This Job Aid is designed to assist human resources staff identify options to recognize an employee when they perform additional work for a short-time or a single instance.

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Best Practice

The method and ability to compensate someone for additional work begins with determining the Fair Labor Standards Act (FLSA) status of the employee.

FLSA Status

- **Exempt Employees:** Receive a salary considered full compensation during the appointment period. Expected to work without extra pay to complete assignments.
- **Non-Exempt Employees:** Receive hourly compensation and are paid for all hours worked, including overtime pay or compensatory time for hours worked over 40 in a workweek at a rate not less than 1.5 times their regular hourly rates.

Permanent vs. Temporary Additional Responsibilities

- **Permanent:** Review the [Position Description Changes Tree](#) for the method to make these changes.
- **Temporary:** Can be added without additional compensation (Other Duties as Assigned). Options are available to compensate an employee for this additional work if desired.



Additional Work Performed at UW-Madison

START:

Is the Employee Exempt or Non-Exempt?

- ☐ **Non-Exempt:** Go to [Non-Exempt Academic Staff, University Staff and Limited](#)
- ☐ **Exempt:**
 - **Academic Staff, University Staff, Limited:** Go to [Exempt Academic Staff, University Staff, and Limited](#)
 - **Faculty:** Go to [Faculty](#)

i. Non-Exempt Academic Staff, University Staff and Limited

1. Are additional work requirements being added to the current appointment and/or by the current hiring department?
 - a. **Yes:** Is it more of the employee's current work (more of the same)?
 - i. **Yes:** Will additional hours be needed for additional work?
 1. **Yes:** Add to employee's hours worked in payroll, on primary appointment and pay overtime as needed.
 2. **No:** Consider a Lump Sum Performance payment.
 - ii. **No:** Follow process in [Position Description Changes Tree](#).
 - b. **No:** Is the employee 100% time?
 - i. **Yes:** Can the employee be released from current job responsibilities to complete additional work?
 1. **Yes:** Complete a [Purchase of Load](#) arrangement.
 2. **No:** Hiring division creates an [Overload](#) request and hires as a Temporary Employee or Academic Staff.
 - ii. **No:** Hiring division evaluates if additional work will take employee over 100%.
 1. **Yes:** Hiring division creates an [Overload](#) request and hires as a Temporary Employee or Academic Staff.
 2. **No:** Hiring division hires as a Temporary Employee or Academic Staff.

ii. Exempt Academic Staff, University Staff, and Limited

1. Are additional work requirements being added to the current appointment and/or by the current hiring department?
 - a. **Yes:** Is it more of the employee's current work (more of the same)?
 - i. **Yes:** Consider a Lump Sum Performance payment.
 - ii. **No:** Follow process in [Position Description Changes Tree](#).
 - b. **No:** Is the employee 100% time?
 - i. **Yes:** Can the employee be released from current job responsibilities to complete additional work?
 1. **Yes:** Complete a [Purchase of Load](#) arrangement.
 2. **No:** Does the addition of new work create a Dual Role situation?



- a. **Yes:** See [Dual Role appointments for Academic Staff](#).
 - b. **No:** Hiring division creates an Overload request and creates a new appointment in the appropriate job title.
- ii. **No:** Does the addition of new work create a Dual Role situation?
 - 1. **Yes:** See [Dual Role appointments for Academic Staff](#).
 - 2. **No:** Hiring division evaluates if additional work will take employee over 100%.
 - a. **If Yes over 100%:** Hiring division creates an [Overload](#) request and creates a new appointment in the appropriate job title.
 - b. **If No:** Hiring division hires into the appropriate title.

iii. Faculty

- 1. Is this a C-Basis faculty member working in the Summer?
 - a. **Yes:** Review [Summer Appointments folder in Box](#).
 - b. **No:** Are additional work requirements being added to the current appointment and/or by the current hiring department?
 - i. **Yes:** Is the faculty member 100% time?
 - 1. **Yes:** Is the faculty member taking on additional for-credit instruction?
 - a. **Yes:** Complete [Faculty Teaching Overload Form](#) and submit an [Overload](#) request.
 - b. **No:** Consider a Lump Sum Performance payment or a Temporary Base Adjustment.
 - 2. **No:** Will the additional work take the faculty member over 1.0 FTE?
 - a. **Yes:** Complete [Faculty Teaching Overload Form](#) and submit an [Overload](#) request.
 - b. **No:** Hiring division creates an appointment in their department for the additional work. **Job Title can only be Faculty, Limited or Other.** If an FTE can be established or the appointment is paid based on hours worked, **do not** hire as a Lump Sum Appointment
 - ii. **No:** Hiring division creates an appointment in their department for the additional work. **Job Title can only be Faculty, Limited or Other.** If an FTE can be established or the appointment is paid based on hours worked, **do not** hire as a Lump Sum Appointment.



Employee Working at Two (or more) UW Institutions

1. Are the services being requested within the scope of the individual's employment at the home institution?
 - a. **Yes:** Complete the [Inter-Institutional Agreement Form](#).
 - b. **No:** Go to #2
2. Can the employee be released from their home institution to work at the other institution?
 - a. **Yes:** Complete an [Employee Interchange Agreement](#).
 - b. **No:** Go to #3
3. Do the appointments bring the employee to more than 100% time?
 - a. **Yes:** Go to #4
 - b. **No:** Done. The institution appoints and payrolls the employee per usual processes.
4. Is Madison requesting to hire someone from another institution?
 - a. **Yes:** Go to #5
 - b. **No:** The institution completes and submits an [Inter-Institutional Overload Form](#) to the UW-Madison division.
5. Is the payment going to exceed \$1,000?
 - a. **Yes:** UW-Madison prepares an [Inter-Institutional Overload Form](#) and submits it to the selling institution.
 - b. **No:** UW-Madison establishes a separate appointment with appropriate title and payrolls as usual.

References

Overload/Inter-Institutional Overload

[UW-5031 Overload](#)

[SYS 324- Interinstitutional Financial Transactions](#)

[SYS324.A - Procedures for Interinstitutional Transactions](#)

What is it? Overload payments are short-term payments made to employees working above a combined full-time equivalent (FTE) of 1.0 (40 hours per week) outside of their regular work responsibilities. Generally, overloads do not last longer than 6 months.

Overload payments reflect time, effort, and level of skill required for the additional assignment and should not exceed \$18,000 or 20% of the employee's base salary in the fiscal year, whichever is greater, unless approved, in advance, by the Provost or designee. If the overload is for UW-Madison faculty instruction/for-credit teaching, then additional approval is required by the Provost or designee.

Overload requests for UW-Madison overloads must be submitted and approved within the [UW-Madison Overload System](#). Employees of other UW System institutions can be assigned an overload to provide services at UW-Madison. Similarly, UW-Madison employees can be assigned an overload for doing work at another UW System institution. These overloads are documented and approved using the [Inter-Institutional Overload Form](#) and do not use the UW-Madison Overload System.



Assigning an FTE to an overload appointment is preferred. If it needs to be paid via lump sum, earn code UOL should be used.

Purchase of Load

Policy Reference: [UW-5031 Overload](#)
[SYS 308- Budget Transfers, section 6.](#)

What is it? An arrangement in which funds are transferred from a unit or department temporarily receiving personal services from an employee into the employee's home department or unit as a purchase of the employee's time. This is an internal budget reallocation.

Typical Uses: A department "loans" an employee to another department for all or part of a work week. Purchase of Load is only appropriate if this arrangement continues for a meaningful period.

Employee Interchange Agreement

Policy Reference: [SYS 237- Utilization of Borrowed Employees/Employee Interchange Agreements.](#)
[SYS 324- Interinstitutional Financial Transactions](#)

What is it? An agreement under which an employee of one UWS institution provides personal services to another UWS institution or another unit of government, for which the receiving institution compensates the sending institution for the employee's time.

Typical Uses: Like a Purchase of Load, but the receiving entity is a different UWS Institution, a unit of local government or an agency of the state or federal government.



Examples

Title	Option
Sally, an Outreach Specialist provided interim support for an Outreach Program Manager role for five months while recruiting to fill the position. Sally's current duties were shifted so that they maintained 100% FTE during the five months while taking on new temporary responsibilities.	TBA or Performance Lump Sum
Jane, an HR Manager provided 25% time for 3 months in another division while the division recruited to fill their HR manager vacancy. Jane's home department reduced her job responsibilities by 25% while she worked for the other division so the employee will not be working over 100% FTE.	Purchase of Load
Katie volunteered to help with an event on campus outside of their typical work hours. Katie's supervisor approved for them to flex their schedule so that they maintained their established FTE.	No change
David will be taking on a unique responsibility to help prepare campus for an upcoming project implementation over the course of the next year. David's current workload will be shifted so that they maintain 100% FTE.	No change, TBA or Perf Lump
Mary served as a Stage Manager for a different unit's Awards Ceremony. These responsibilities were outside of Mary's regular job responsibilities as a Benefits Specialist and were performed outside of Mary's normal work schedule.	Overload
A 100% FTE Teaching Faculty II, who has proficient bilingual skills, has agreed to provide translation/interpretation services as a Research Coordinator for a research project in addition their normal responsibilities.	Initiate Dual Role Waiver Approval Process. If approved, Overload

