



SOUTHEASTERN LOUISIANA UNIVERSITY



CHECKLIST FOR ASSIGNING COURSE OVERLOADS FOR FACULTY AND STAFF

Please direct questions to the Human Resources (HR) Partner at extension 5431.

A list of the [Pay Rates for Lecturers, Overloads, and Off-Campus Sites](#) is available on the HR website.

Step 1 The Budget Unit/Department Head determines if there is a need for an overload to deliver course instruction. The Dean/Division Head allocates sufficient funds for overload instruction in the department budget to cover the cost of the salary and, if applicable, associated benefits.

Step 2 The Budget Unit/Department Head determines whether a faculty/unclassified staff member is eligible to be assigned an overload based on the requirements of accrediting associations, if he/she has been previously given reassigned time for that semester, and if his/her credentials are appropriate for the overload to be assigned.

Note: *For questions regarding a faculty/unclassified staff member's eligibility for an overload, the Budget Unit/Department Head needs to consult with the Assistant Vice President for Academic Affairs and the University SACSCOC Liaison Officer.*

Note: *A faculty/unclassified staff member should not be assigned more than one overload per semester except in extenuating circumstances. Multiple overload assignments must have prior approval from the Dean/Division Head and the Provost.*

Note: *Overloads should not be granted routinely if a faculty/unclassified staff member is receiving unfunded reassigned time.*

Step 3 The department must enter the overload assignment in the administrative system (FWAR).

Step 4 The department will need to prepare a 5.01T form for each unclassified staff member assigned an overload. In addition to the Budget Unit/Department Head and Dean/Division Head approval signatures, the unclassified staff member's Home Budget Unit/Department Head approval signature is required prior to submitting the form to HR.

Note: *If the class is taught during normal University business hours, an adjusted work schedule will need to be attached to the 5.01T. The supervisor of the unclassified staff member will need to approve the adjusted work schedule. If the unclassified staff member would prefer not to do an adjusted work schedule, with their supervisor's approval they may use annual or compensatory leave instead.*

Step 5 When the 5.01T form is received in HR, the HR Partner will verify that the information on classes taught has been correctly entered in FWAR and, if needed, route the form to the SACSCOC Liaison Officer, appropriate Vice President, and President for review and approval. Once all required signatures are obtained, the form will be returned to HR.

Step 6 The HR Partner will then set up payment for the overload in the payroll system using the 5.01T form approving the overload for an unclassified staff member or the overload report from FWAR to pull a faculty member assigned an overload.

Note: *The department will be responsible for verifying that the overload indicator (OL) has been entered in FWAR for every faculty/unclassified staff member assigned an overload.*

Note: *If any changes in teaching assignments occur throughout the semester, the department must notify HR and enter the new information in FWAR.*

There are PeopleAdmin "How Do I?" quick sheets available on-line to refer to or if you have other questions, call the Human Resources (HR) Partner extension 5431.