

**OVERLOAD AND ADDITIONAL CAS REQUESTS UNDER EXTERNAL FUNDING**

**1). Overload Requests:** Overload is not permissible for an employee who is paid on a federal grant unless 1) it is agreed upon and explicitly stated in the grant proposal approved by the granting agency or, 2) the sponsor approves the specific overload circumstance in writing per [UW System Operational Policy TC3: Compensation](#).

An overload occurs when an employee’s appointment at UW Oshkosh exceeds 100%. Options such as reassigned time, course buyout or Compensation for Additional Services (CAS) should be considered before overload payments are granted. Overload payments may be made where substantial additional work requirements are added to existing duties of the full-time employee and the **“performance of these additional duties is unusual, short-term or nonrecurring in nature”** per UW System [Administrative Policy SYS 165: Academic Year Definition and Assorted Derivatives](#). Prior approval of the overload request for grantwork is required by the Provost (or designee) and Dean before overload is built into the grant budget and justified in the budget narrative. A Personnel Transaction Form (PTF) is completed at the time of award and approved for payment by the Grants Accountant.

Overload compensation may not exceed the higher of 20% of the employee’s base appointment salary or \$18,000, unless the Provost determines good cause exists to exceed this threshold and issues an exception. Additional compensation is not considered overload if the employee is not considered full-time.

**2). Compensation for Additional Services (CAS) Requests:** Summer compensation for academic year employees is not considered overload per UW System [Administrative Policy SYS 230: Salary and Fringe Benefits Calculations for Unclassified Staff](#). This policy sets the maximum request per summer, in aggregate, at 2/9th (22.22%) of institutional base salary. Requests for CAS above the 2/9th rule must be pre-approved by the Provost. Approved CAS requests above the 22.22% maximum are built into the grant budget and justified in the budget narrative. A PTF is completed at the time of award and approved for payment by the Grants Accountant.

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Current FTE: \_\_\_\_\_  
 Current Salary and Basis: \_\_\_\_\_  
 Current Title: \_\_\_\_\_

**OVERLOAD/CAS REQUEST:**

Proposal Title: \_\_\_\_\_  
 % Effort Committed to Project: \_\_\_\_\_  
 Justification/Description of Duties:   
 Overload/CAS Request Terms: \_\_\_\_\_  
 Total Expected Payment: \$ \_\_\_\_\_

*(NOTE: Federal cost principles do not permit charging more than 100% of an individual’s base salary to federal awards and/or non-federal funds which are used as cost sharing on a federal award. The only exception to this restriction is where the arrangement has been specifically provided for in the award or approved in writing by the sponsoring agency.)*

**PREVIOUS INTER-INSTITUTIONAL OVERLOAD AND CAS PAYMENTS, FISCAL YEAR:**

List all overloads beginning July 1 of of current fiscal year or any existing CAS requests for the upcoming summer (June, July and/or August).

**APPROVALS (For Approver Use Only)**

**DEAN (OVERLOAD REQUESTS ONLY):**

\_\_\_\_\_  
Dean/Director Name (Printed)

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

**PROVOST:**

Approved Overload

Approved CAS (greater than 22.22%)

Denied Overload

Denied CAS

\_\_\_\_\_  
Provost Name (Printed)

\_\_\_\_\_  
Provost Signature

\_\_\_\_\_  
Date

Comments Section: