ADDITIONAL PAY – OVERLOAD ON CURRENT JOB RECORD CHECKLIST

PROCEDURE DETAILS
For detailed instructions, please see the appropriate procedure found at:
HTTP://WWW4.UWM.EDU/HR/hrs/pro/forms/index.cfm

FORMS COMPLETED BY THE DIVISION

☐ Overload Approval Form OR Inter-Institutional Agreement (if applicable)

HRS FORMS COMPLETED BY THE DIVISION

☐ Additional Pay Form
☐ Funding Data Form to change funding (if funding is different than what is being used on current job)

ACTION FOLLOWING FORM COMPLETION

Forms need to be signed by a Division Head or designee prior to being sent to HR. Route all completed forms to the Central Human Resources Office for processing.

CONTACT FOR HELP

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, use hr-contact@uwm.edu.