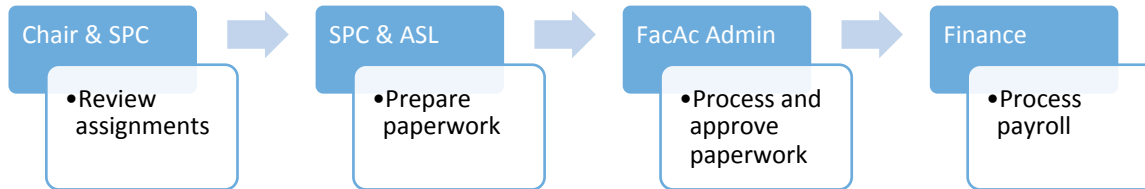


Overbase Process

General Process for Overbase



SPC Role in Overbase

The SPC reviews upcoming overbase assignments with the Chair at the same time as the general appointment review. In some cases, the SPC may need to contact Course Coordinators to collect the necessary information.

When preparing paperwork, the SPC should refer to Course Planning and email communications to ensure the faculty is being paid at the correct rate and for the correct activity.

The SPC uploads the Overbase form to the appropriate folder in the ASD folder on the R:\ drive, and sends an email message to the ASL. The ASL reviews the form for accuracy and completion, and then submits the form to the PT Faculty Actions Administrator for a final review and processing.

Once the PT Faculty Actions Administrator has determined that the Overbase form is complete and accurate, she updates Course Planning, if applicable, and forwards the form onto the Executive Director of Finance. The Executive Director processes the form through the SAP payroll system.

Overbase request forms must be submitted by the first Friday of each month in order to be processed for that month's pay period. Any requests that are submitted after the first Friday will be processed for the following month's pay period. The SPC works with the Chair, Course Coordinator, and faculty to submit overbase forms in time for the correct payroll period.

After submitting the overbase paperwork, no further action is needed from the SPC. The faculty will eventually see the overbase payment reflected on their monthly paystub.

Timing of Overbase form submission

Departments may submit Overbase forms prior to the period during which the activity will be performed. Departments are encouraged to submit forms at least one month in advance of the anticipated activity period in order to allow enough time for processing, as well as enough time for review should complications with the case arise.

Gathering Information and Checking Course Planning

SPCs are not expected to initiate the process of identifying potential Overbase needs. All information about Overbase needs flow from the Chair or, in some cases, from the faculty member in question.

SPCs check Course Planning and the Workload view to confirm information provided to them by Chairs and faculty.

After receiving Overbase information, SPCs should routinely check the Workload view to confirm that the information given to them matches what is reflected in Course Planning. If the SPC notices any discrepancies, they should include that information in their email notification to the ASL for further investigation.

At the end of each semester, if their workload and time allow, SPCs are encouraged to do a final survey of their department's workload view to check for any potential Overbase needs that may have been missed at the beginning of the semester. If an SPC notices a potential Overbase need, they should confirm with their department Chair and submit an Overbase form if needed. However, ultimately it is the Chair's responsibility to identify and communicate Overbase needs to SPCs and the Dean's Office.

Questions from faculty

SPCs are expected to answer general questions from faculty regarding the status of a pending Overbase request. In cases involving a delay or other complication, the ASL will keep the SPC updated of the general status. SPCs are not expected to convey detailed updates to faculty regarding pay rate, case conflicts, or final case decisions. SPCs should refer such complex questions to the ASL or to the PT Faculty Actions Administrator.

Summer Term Courses

Courses run through Summer Term are paid by Summer Term. Therefore, while FT faculty teaching Summer Term courses are considered to be teaching "extra" at the standard Overbase rate, Summer Term courses do not contribute to the yearly nominal load.

- Overbase forms are not needed for FT faculty teaching summer courses run through Summer Term.
- Overbase forms are needed for FT faculty summer courses run through Questrom.

The Academic Support Department, including ASLs and SPCs, is not responsible for tracking or answering any questions related to Summer Term course assignments or payroll. SPCs should redirect any questions regarding FT Summer Term course assignments or payroll to the PT Faculty Actions Administrator.