



# CSUSB ADMINISTRATORS/MPP/STAFF OVERLOAD

## Instructions

**INDIVIDUALS AND THEIR SUPERVISORS ARE RESPONSIBLE FOR ENSURING ACCURATE AND COMPLETE TIMESHEETS ARE SUBMITTED TO THE PAYROLL OFFICE.**

**PURPOSE OF THIS FORM is to comply with CSU policy on overload salary for its employees.**

### **FIRST BOX: SELF INFORMATION (MUST BE COMPLETED BY EMPLOYEE)**

**Name:** Enter name of individual being paid

**Pay Period:** Enter Foundation payroll period that applies. Please refer to PR calendar at <http://foundation.csusb.edu>

**Foundation Account Number:** Enter twelve (12) digits Foundation account to be charged.

**Classification:** Check appropriate CSUSB classification and appointment period.

**Type of Appointment:** Check employment/contract period (not number of months payment is spread over).

### **SECOND BOX : PAY RATE**

**If pay rate is higher than CSUSB rate, please contact CSUSB HR, x75138, prior approval may be required.**

CSUSB Daily Rate can be computed as:

For Personnel employed/contracted for 12 months performance: Annual Salary divided by 260.

To calculate **hourly rate: daily rate divided by 8 hours per day.**

For Staff: **monthly salary times 12, divided by 52, divided by # of hours work per week.**

**Questions concerning your Annual Salary should be addressed to your AAS or CSUSB Payroll x75159.**

### **PERFORMANCE**

During Contract or Non-Contract Period enter either number of days worked or number of hours worked you are claiming on this time sheet. Your overload hours should have been approved by the dean (faculty) or HR director (staff). A maximum of 125% time-base is allowed under circumstances.

### **SIGNATURES: ALL FOUR SIGNATURES ARE REQUIRED**

**Signature of Employee:** Employee requesting payment must sign in blue or black ink.

**Project Director:** Sign to verify hours performed on the project

**Authorized Signature for Additional Employment:** Approval of additional employment must be approved by Division Head for non-academic units.

**Staff:** No payment will be processed without **HR Director's** approval.

Signatures are certifying that:

- This activity is consistent with the criteria that determine eligibility for additional employment established by Article 36 of the Collective Bargaining Agreement between the CSU and CFA and policies of the California State University System.
- This additional employment does not conflict with the regular appointment of the individual.
- The additional employment involved is a positive contribution to the University.
- The quantity of the workload is a legitimate and reasonable amount.

**Contacts:** Foundation Payroll Office (909) 537-7225. Fax #: (909) 537-7036