

## Pre-Authorization for Overload Work

Revisions to the process and requirements for submitting Pre-Authorization for Overload Work requests.

### What is happening:

The college is implementing a revised policy for the Pre-Authorization of Overload Work, standardizing the amounts paid for overload and automating the process to streamline and track the progress of the form.

- The **policy for payment of overload will be strictly enforced.**
- Conversations concerning the **details of the work and payment** should be held with faculty, their supervisor, FO and Chair **prior to the faculty initiating the request.**
- The unit leader should send an e-mail to the faculty, supervisor and FO, detailing the proposed overload work and pay. This documentation will be used by the faculty member when initiating the process.
- All overload requests **must be submitted and approved BEFORE work can begin, specifically prior approval of the unit's FO and chair and the dean.**
- **New standardized rates** are being implemented as of fall semester 2025. The rates will apply to all **teaching related overload payments.**
- **Non-teaching assignments** must be pre-approved by the **Dean on a case-by-case basis**, after receiving approval from the unit FO and Chair.
- The **CED Overload Policy** can be found [here](#).





- New automated workflow and Pre-authorization for Overload form have been developed.
- The training materials for the form can be found [here](#).
- You will find the form **(coming soon)**.
- The **faculty** performing the overload work **must initiate the form per university policy**.

## What does it mean for you:

### Business/Operations Support Staff

#### What is changing

- Department staff **cannot submit the Overload form on behalf of the faculty member**.
- Department staff will **no longer be able to sign Pre-authorizations for Overload on behalf of the unit leaders**. Unit leader will now receive a notification that prompts them to review and approve or reject the form.
- FOs will receive the form automatically via the workflow in an email and as well as an activity in Teams.
- FOs should work with the faculty member and the Unit leaders to understand overload work arrangements prior to approving or rejecting the form.

#### How will this affect my job duties

- Before overload work begins, the request will be initiated by the **faculty member** performing overload using the new online Pre-authorization of Overload form.
- Notifications of the request will be sent via e-mail and a Teams activity to the FOs for approval or rejection.





- Approvals and rejections will be made using an electronic signature (Net ID) captured by the system.
- FOs will need to **attest that there is funding** in the current budget to cover the overload.
- FOs should only act on forms for **accounts they manage** and should reject any forms for accounts that are managed by another FO; with a comment to the initiator noted that they are not the correct FO and who is if known.

#### Where can I get help

- Questions concerning the budget can be directed to the college Budget Office (Michelle Beavers [brownm33@msu.edu](mailto:brownm33@msu.edu)).
- The policy and training materials can be found [here](#).
- The Pre-authorization for Overload form can be found **(coming soon)**.

### Unit/Department Leadership

#### What is changing

- Standardized rates for overload pay will be in effect starting fall semester 2025.
- The form will automatically be sent to unit leaders after review and approval by the FO. The unit leader will receive the approve/reject notification via email and as an activity in Teams.
- Upon approval, the **Unit leaders will attest that there is funding** in the current budget to cover the overload.

#### What is my role in the change

- Expectations for Unit leaders remain the same for certifying the following information regarding the overload work:





- Will not interfere with the faculty members' primary work assignment and does not pose a conflict of interest or commitment to the faculty members' primary work assignment.
- Is above 100% full-time FTE.
- Will not hamper the faculty member's progress towards promotion (i.e., tenure or continuing status).
- Does not violate any contractual (collective bargaining or otherwise) agreements.
- The faculty member has not been given a course release.
- Work cannot begin until approval from the Dean. Dean's Office needs a minimum of **10 business days for review by the Dean.**
- Unit leaders should meet with unit FOs and faculty to discuss the overload work assignment and ensure that funding for the request exists in your budget.

#### Where can I get help

- Questions concerning the policy can be directed to the college Budget Officer (Michelle Beavers [brownm33@msu.edu](mailto:brownm33@msu.edu)) or Chief of Staff (Lisa A. Reeves [reevesl5@msu.edu](mailto:reevesl5@msu.edu)).
- For questions about your budget, work with your FOs. **All overload payments should be discussed with your FOs, prior to communicating to faculty that work can be performed as overload.**
- The policy and training materials can be found [here](#).
- The Pre-authorization for Overload form can be found **(coming soon)**.

#### How can I provide support for my department

- **Understand and communicate** the changes to the policy and processes with your unit.
- Work with your FO and faculty members to **ensure that you have funding** in the budget to cover the overload.





- Review and approve/reject the request in a timely manner to ensure it is approved **by the Dean** prior to work being started.

## All Faculty and Academic Staff

### What is changing

- The revised process must be **initiated by the faculty/academic staff member performing overload work** using the new online Pre-authorization of Overload the form.
- Your signature will be an electronic signature (Net ID) captured by the system.
- The form will be automatically routed to the FO, unit leadership, and the dean for approval/rejection.
- Initiators will receive status updates via email as the form is routing.
- The overload policy requirements will be **strictly enforced. Specifically, the requirement of prior approval by the dean before work begins.**

### What can I do to help

- If you are asked to perform work as overload, you should **meet with your unit leader, supervisor and FO** to discuss the details of the work request, timing and payment amount.
- Once you have the details of the request, **initiate the process by using the Pre-authorization for Overload form.**

### Where can I get help

- Start by reaching out to **your unit FO or leader** depending on the question.
- The policy and training materials can be found [here](#).
- The Pre-authorization for Overload form can be found **(coming soon)**.

