

College of Liberal Arts & Science University of
Illinois at Urbana-Champaign

SLCL GUIDELINES ON SERVICE IN EXCESS AND LUMP-SUM PAYMENTS

PROCEDURES

- Complete a fully executed [Request for Service in Excess of 100%](#) form.
- Please keep in mind that you must obtain approval of the department heads (home unit and paying unit) and Director of the School at least 7 working days before the services are performed.
 - The EO must provide the funding source (CFOP) for service to be used if the request is approved. EO's have access to all department CFOPs in My UI financials.
- Retroactive petitions cannot be processed except under exceptional circumstances which may require additional approvals. Please plan accordingly.
- Please also see below cases that routinely require additional approval by IHR, and therefore will take at least two weeks to be processed:
 - Full-time academic employees receiving a service in excess of 100% payment greater than \$5,000 – The *Request for Service in Excess of 100%* form must also be approved by Illinois Human Resources **prior** to the services being performed.
 - Faculty on Sabbatical leave – written approval from the Chancellor or their designee **prior** to services being performed.
 - Rehired Retirees -written approval from the Chancellor or their designee prior to services being performed (currently, Illinois Human Resources reviews/approves the Request Form for Re- Employment of a U of I Retiree).

Justification for All Requests

We are required to justify each request, explaining why is it that a given course/task is considered as service in excess, is not part of the employee's regular duties and why it is necessary. [LAS Policy](#) Please address succinctly, but clearly, all of these points:

1. Is the request exceptional? (If a service in excess is required routinely, it may be denied, as that may indicate that the work load needs to be distributed differently)
2. Is the work to be performed clearly an overload? (Please check LAS' guidelines as to what can be considered an overload. Doing more work than usual during a busy period, for example, is not.)
3. If it is an overload, are there other people who could be performing it as part of their normal load?
4. Explain why the task/course is academically necessary and financially justifiable.
5. Explain the specific reasons to select that particular employee to provide the service. The explanations do not need to be long, but they do need to be precise.

All requests must be approved prior to the initial date of service. The approval process includes department, School, College. In addition, please keep in mind that all requests in excess of \$5000 will also have to be approved by IHR prior to the initial date of service. Retroactive requests will not be approved.