

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

POLICY ON SERVICE IN EXCESS AND LUMP-SUM PAYMENTS

OVERVIEW

This document provides policy and general guidance for employees in the College of Liberal Arts & Sciences at the University of Illinois at Urbana-Champaign on Service in Excess of 100 percent and Lump-sum payments. This policy outlines eligibility requirements, procedural guidelines, and overarching policies and rules from the Campus, University, and State of Illinois as it relates to both Academic and Civil Service employee groups.

ACADEMIC EMPLOYEES

Faculty and other members of the College of Liberal Arts & Sciences academic staff occasionally deliver services to their own or other departments, schools, colleges, or the university that do not fall under their formal teaching or research loads, or enumerated administrative responsibilities. Examples are special lectures, service on discussion panels, or other services for unit, college, or campus events. Such instances appropriately fall under the faculty or staff member's normal service load. However, in some cases, the nature of the special request is significant enough in its preparation and delivery demands that it clearly exceeds the academic staff member's reasonable work load and responsibilities. In such instances, a payment for service in excess of 100 percent (SIE) may be appropriate. Faculty, Specialized Faculty, and Academic Professionals are eligible to receive SIE payments under certain circumstances.

Service in excess (of 100 percent) payments should be viewed as *exceptional* and can only be granted for specific duties outside an academic staff employee's regular responsibilities. They are not intended for payment in lieu of a base increase in salary; they may not be used in conjunction with a reduction in regular job duties, such as a teaching release or exemption from administrative services; and they may not be used to compensate employees for extra effort pertaining to their normal duties (e.g., the staff member normally reviews five admissions applications but instead reviewed ten). Total payment is not to be paid until all service has been performed. Service in excess of 100 percent time payments should also not be confused with "other duties as assigned" and SIE payments cannot compensate—during their non-service period—employees whose service basis is less than 12 months. For example, generally SIE payment for summer projects for a faculty member on a 9 month service basis is not allowed.

Because there is a level of judgment required in determining whether an SIE payment is appropriate, approval prior to the service being performed must be obtained. According to the Campus Administrative Manual and University Statutes the College of Liberal Arts & Sciences is not to approve SIE requests after the date of service has passed.

PROCEDURES

The paying unit should complete a [Request for Service in Excess of 100%](#) form and use [AdobeSign](#) to obtain approval of the unit executive officers and deans (or designees) of both the home unit and the paying unit **before** the services are performed. The fully executed form must accompany the HR Front End transaction as an attachment. HR processors also must use a Lump-sum pooled position number with an LP e-class when processing and must use account code 211450: Academic Irregular and One-Time Payment in the labor distribution. Further processing instructions can be found in the [LAS HR SIE Box folder](#).

The following instances require additional approval:

- Full-time academic employees receiving a service in excess of 100% payment greater than \$10,000 – 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).

CIVIL SERVICE EMPLOYEES

Employees who are employed in classifications in the State University Civil Service System of the College of Liberal Arts & Sciences occasionally deliver services to a unit external to their home unit or school, that fall beyond their routine responsibilities, and are also outside of their Civil Service classification specifications. In such instances the employee is eligible for compensation in the form of a Lump Sum payment. Acceptable examples are payment for providing interpreter services for special events or for performing at a commencement ceremony or other special occasion. Unacceptable examples would be any work within current classification and current unit or added work within the same role. There are some instances where an administrative stipend may be appropriate. Units should consult with LAS Human Resources for specific case guidance.

Lump sum payments to Civil Service employees should be viewed as *exceptional*; should be temporary and kept to a minimum; total payment is not to be paid until all service has been performed. They are not intended for payment in lieu of a base increase in salary; they may not be used in conjunction with a reduction in regular job duties; and they may not be used to compensate employees for extra effort pertaining to their normal duties (e.g., the staff member normally processes 100 graduate admissions applications but instead processes 150). Lump sum payments to Civil Service employees also should also not be confused with “other duties as assigned.”

Necessary approvals MUST be obtained PRIOR to services being performed for Lump sum payments to Civil Service employees. There will be NO EXCEPTIONS.

PROCEDURES

The paying unit should complete a [Request for Service in Excess of 100%](#) form and use [AdobeSign](#) to obtain approval of the department executive officers/supervisors and deans (or designees) of both the home unit and the paying unit before the services are performed. The fully executed form must accompany the HR Front End transaction as an attachment. HR processors also must use a Lump-sum pooled position number with an LP e-class when processing and must use account code 215930: Staff Irregular and One-Time Wages in the labor distribution. Further processing instructions can be found in the [LAS HR SIE Box folder](#).

The following instances require additional approval:

- 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).

STATUTES

The following is the pertinent language in the University Statutes: “Full-time employees shall not receive compensation for services with the University in excess of a normal schedule except for a reasonable amount of instruction in continuing education and public service programs or for the grading of special examinations (outside regular course work) stipulated by the University, all to be done at a time that does not conflict with other university duties. Exceptions may be made to this rule in special cases which are approved by the dean of the college of which the employee is a member provided that if such additional payments exceed a nominal amount the advance approval of the chancellor should be secured. These exceptions shall be held to a minimum” (University Statutes, Article IX, Academic and Administrative Staff, Section 5c, Services Rendered to the University).

ELIGIBILITY FOR LUMP SUM PAYMENTS

Full time employees are eligible to receive lump sum payments under the conditions already described. Less than full time employees may be eligible provided that certain conditions are met. Illinois Human Resources provides guidance in the chart below:

Employee Type	Eligible to Receive a Lump Sum Payment
Academic with a total FTE equal to or greater than 75%	YES
Academic with a total FTE LESS than 75%	NO
Civil Service (37.5 hr/week) with a total FTE equal to or greater than 80%	YES
Civil Service (37.5 hr/week) with a total FTE LESS than 80%	NO
Civil Service (40 hr/week) with a total FTE equal to or greater than 75%	YES
Civil Service (40 hr/week) with a total FTE LESS than 75%	NO
Graduate Assistants (TA, RA, GA, PGA) with a total FTE equal to or greater than 75% (summer)	YES
Graduate Assistants (TA, RA, GA, PGA)with a total FTE LESS than 75%	NO
Academic Hourly only	NO
Extra Help only	NO
Grad Hourly only	NO
Undergraduate Hourly	NO
0% total FTE appointees	NO
Fellowship appointees	NO
Retiree rehires follow rules per above categories	

ADDITIONAL INFORMATION

Processing guidelines for Service in Excess of 100% in the College of Liberal Arts and Sciences can be found in the [LAS HR SIE Box folder](#).

For overtime Eligible Civil Service employee classifications, please reach out to your unit HR.

The Campus policies can be found in the Campus Administrative Manual:

- Academic Employees: [CAM HR-77](#)
- Civil Service Employees: [CAM HR-42](#)

State University Civil Service System

- Classification Specifications: <https://www.sucss.illinois.gov/pages/classspec/default.aspx>

Questions concerning this policy should be directed to the Human Resources Office of the College of Liberal Arts & Sciences: LASCollegehiring@illinois.edu. Any LAS College approvals for Service in Excess of 100% should be sent to LASCollegehiring@illinois.edu

Request for Lump Sum / Service in Excess of 100%

Overtime Exempt Employees

College of Liberal Arts & Sciences

Approvals must be obtained **PRIOR** to service(s) being performed.

Employee Name: _____ **UIN:** _____

Employee Title: _____ **Home Unit:** _____

E-class: _____ **FTE:** _____

Employee Position Funding CFOP(s): _____

Funding may not exceed 95% on sponsored funds during the approved period for excess service.

Person Requesting Service: _____ **Unit:** _____

Requesting Unit Name & Email: _____

Actual Service Dates: _____ **Amount to be Paid:** _____

CFOP(s) for Service: _____

Account code for service in LAS must be 211450 for Academic or 215930 for Exempt CS

Describe services to be performed and indicate specific reason(s) for selecting this employee to provide the service(s) (attach separate sheet if necessary): Please specify if work is an overload.

Oral Proficiency Certification:

Required by faculty and academic staff providing classroom instruction who are non-native English speakers, except those who teach foreign languages.

___ Proposed appointee has sufficient oral English language proficiency to provide instruction on this campus.

Indicate basis for certification of oral English language proficiency:

___ Formal Interviews ___ Public Presentations ___ Assessment of Candidate by Colleagues Other, please explain:

Employee's Signature _____ Date _____

Requesting Unit Approval _____ Date _____

Requesting College Approval _____ Date _____

Employee's Home Unit Approval _____ Date _____

Employee's Home College Approval _____ Date _____

Send form to LASCollegeHiring@illinois.edu in AdobeSign for LAS College approval.

Additional LAS Approval _____ Date _____
(school, etc., if required)

Illinois Human Resources Approval _____ Date _____

Send form to ihr-compensation@mx.uillinois.edu in AdobeSign for IHR approval required for amounts over \$10,000.

Chancellor's Approval _____ Date _____

Required for faculty members on sabbatical leave.

HR Contact Processing Instructions: Attach the final approved form to the HR Front-End (HRFE) transaction upon completion of services.

Ensure that pay amount, reason, and actual service dates are listed in the HRFE transaction comments.