<table>
<thead>
<tr>
<th>What to Do</th>
<th>Who</th>
<th>How to Do It</th>
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</table>
| 1 Identify a current employee that qualifies for non-Continuing Education overload and gain prior approval | Department Head | • Prepare memo addressed to the Provost with signature line for the HHS Dean.  
• Notify your departmental business office.  
• Send to the HHS Business Office/STONE Hall  
Reference policy Executive Memorandum No. C-40 - Non-Continuing Education Overload Activity |
| 2 Provide Cost Distribution and payment information | Departmental Business Office | • Provide HHS Employment Center with:  
  o cost distribution  
  o number of payments, lump sum or monthly amount  
  o date(s) of activity or when payment(s) should be made |
| 3 Verify overload and gain approval | HHS Employment Center | • Follow the process outlined in the Business@Purdue under People > Compensation Overload - General  
• Gain Provost approval |
| 4 Prepare and process the Additional Pay Request Form (ADPAY) | HHS Employment Center | • Complete the ADPAY form.  
  o Payment Type = Overload Non-Continuing Education  
• Gain approvals |
| 5 Process documents | HHS Employment Center | • Make copies  
• Forward original documents to the PASC/FREH  
• Log in Overload Log (T:\Business Office\Renae\Employment Center\OVERLOAD LOG) |

**Business@Purdue Processes:**

Overload Payments-General:  