

**To:** Montgomery College Administrative Aides and Deans

**From:** Rosalee Law, HR Manager, HRIS, Data, and Records Management  
Mary Kay Hinkle, Human Resources Specialist  
Office of Human Resources and Strategic Talent Management (HRSTM)

**Subject:** Full-time Faculty Overload – AY 2023/2024

**Date:** February 1, 2024

Section 5.2 (A) of the AAUP contract states that a full-time faculty (FTF) member who is assigned workload in excess of 30 equivalent semester hours (ESH) in an academic year shall be compensated for each ESH in accordance with the schedule in Appendix I of the AAUP contract. For Academic Year (AY) 2023-24, a FTF member with less than six (6) years of service is compensated \$1,567 per ESH and a FTF member with six (6) or more years of service is compensated \$1,733 per ESH.

Since there are second-half term classes, processing FTF overload pay is more complex, and therefore will follow one of two (2) scenarios for payment via Period Activity Pay (PAP) in Workday:

**Scenario 1**

If during the week of February 5, 2024, the FTF is actively working over 30 ESH for AY 2024-23, then they will receive eight (8) pays for overload ESH with the first pay date on February 23, 2024 and the last pay date on May 31, 2024. In order to successfully process eight (8) pay dates, the overload PAPs must approved by the Dean **no later than COB Friday, February 16, 2024**. If the PAPs are not approved on time, the payments will not begin until the next applicable pay date.

The following dates should be used on the PAPs and apply for **FTF overload for eight (8) pays**:

<b>PAP Begin Date</b>	February 3, 2024
<b>PAP End Date</b>	May 24, 2024

Classes starting during the second-half term should not be included in the yearly ESH total on February 5 for the academic year. Overload pay for those classes should be processed using Scenario 2.

## **Scenario 2**

If FTF is teaching a second-half term class, all second-half term classes start the week of March 25, 2024. At this time, the FTF will receive five (5) pays for overload ESH with the first pay date on April 5, 2024 and the last pay date on May 31, 2024. In order to successfully process five (5) pay dates, the overload PAPs must be approved by the Dean **no later than COB on Friday, March 29, 2024**. If the PAPs are not approved on time, the payments will not begin until the next applicable pay date.

The following dates should be used on the PAPs and apply for **FTF overload for five (5) pays**:

<b>PAP Begin Date</b>	March 16, 2024
<b>PAP End Date</b>	May 24, 2024

Please remember to review reports in Qlikview on an ongoing basis to verify ESH totals are accurate. Overload ESH and its corresponding overload amount will be reviewed by HRSTM for accuracy.

**Reminder about Overload: Per the AAUP contract, a full-time faculty member must teach a workload in excess of 30 ESH in an academic year for overload compensation and a maximum of 6 ESH for overload is allowed (36 total workload/ESH in per academic year).**

## **Resources**

For your reference, please watch the following video and/or review the job aid on How to Process Overload PAP in Workday.

- [Video](#)
- [Job Aid](#)

## **Open Labs**

HRSTM has set up two (2) open labs to assist with any questions you might have at the following times:

- Wednesday 2/7, 2-3 p.m.
- Wednesday 3/20, 11a.m.-12 p.m.

Registration is not required. Please [click here to join the open lab\(s\) that work best for you](#) (we will use the same Zoom link for each session).

## **Questions or Concerns**

Please contact [Rosalee Law](#) or [Mary Kay Hinkle](#) if you need assistance or have any additional questions.

Thank you for your partnership in ensuring that all employees are paid accurately and on time.