

Requesting payment for the completion of independent studies

Once 30 hours of independent teaching has been completed faculty may request overload payment

1 – Provide proof of each student enrolled in the independent study course(s) including their final grade by printing records from MyUSI of the final grades of courses/enrollees for each section you are submitting.

2 – Send an email to jminnette1@usi.edu requesting payment for the 10 independent studies you are submitting. It is helpful to note the terms your request spans as part of the email: for example, spring 2014-fall 2017.

3 – **Your records should match any independent study agreements between you and the students that should have submitted to the Administrative Associate or Senior Administrative Associate of the College, along with the syllabus for the course.** Submitting agreement and syllabus has been in effect since 2015 – <http://www.usi.edu/liberal-arts/faculty-resources/faculty-forms>

4 – Your request is filed in HR and they create a contract for payment. The dean's signature validates the contract, and you will be notified when it is ready for your signature.

5 – Once paperwork is complete, payment for the independent studies should be part of your next payroll disbursement.

6 – Questions? Please contact Julie Minnette x1735.