NOTE: The following decision tree is intended to address individuals employed at Institution A who also intend to provide services to Institution B. There may be special cases that are not addressed by this policy; these will need to be discussed by the institutions and resolved on a case-by-case basis.

**Inter-Institutional Employment For Faculty/Academic Staff/Limited Appointee Employees**

Are the services to be provided within the scope of the individual’s employment at Institution A (i.e. “part-of-load”)?

NO

Is the individual currently employed at Institution A or will combined appointments (at all UW Institutions, including Institution A and B) exceed 100%?

NO

PAYMENT IS PART-OF-LOAD

YES

Institution B (Buyer) prepares IIA form. Both institutions approve IIA agreement. Institution B (Buyer) transfers funds to Institution A (Seller).

Taking payment from Institution B exceed $1000?

NO

Institution B (Buyer) establishes separate appt with appropriate title. Institution B (Buyer) payrolls employee directly on payroll.

YES

Institution B (Buyer) prepares overload form. Both institutions approve overload. Institution B (Buyer) establishes separate appt with appropriate title. Institution B (Buyer) payrolls employee directly on payroll.

PAYMENT IS AN OVERLOAD

NO

PAYMENT IS AN OVERLOAD, but overload form not required because of size of payment.