Inter-Institutional Employment For Unclassified Employees

Are the services to be provided within the scope of the individual's employment at Institution A (i.e. "part-of-load")? [See ACPS 4 for criteria]

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

PAYMENT IS PART-OF-LOAD

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

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

PAYMENT IS AN OVERLOAD

Will payment from Institution B exceed $1000?

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

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 End of the Month payroll

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.