

HOW TO COMPLETE THE EXTRA SERVICE APPROVAL FORM

APPENDIX A:

MATRIX OF EXTRA SERVICE FORMS REQUIRED FOR PAYMENT

General Guidelines:

- Approval for Extra Service/Dual Employment must be obtained **prior** to the commencement of the service.
- Compensation for Extra Service may not exceed an amount equal to 20% of base annual salary in a SUNY fiscal year.
- Extra Service compensation must not be used in lieu of overtime for employees deemed eligible (non-exempt) under the Fair Labor Standards Act.
(Note: overtime is a continuation of an employee's normal job responsibilities)
- Extra Service work must be substantially different and in addition to the employee's professional obligation.

General Definitions:

- **Extra Service:** additional state service performed that exceeds full-time (100%) employment. The additional service performed must clearly be different than, and not interfere with, the employee's regular obligation.
- **Dual Employment:** for part-time employees, this is performing additional part-time service. The total of all the service performed cannot exceed full-time (100%) employment.
- **Primary Department:** employee's home department of professional obligation at The College at Brockport. (Plainly speaking, where their mail is sent) Note: Primary department does not pertain to employees performing extra service here and are employed at another state agency or SUNY.
- **Extra Service Department:** department hiring employee to perform work in addition to their regularly assigned work; can be the same as the primary department.
- **Form Definitions:**
 - UP-8 - Request for Extra Service Approval form used for FT UUP employees
 - UP-6 - Request for Extra Service Approval form used for M/C employees
 - (AC-1588) – Request for Extra Service/Dual Employment form used by most State Agencies outside of the State University, SUNY employees in the Classified Service and PT UUP employees for **dual** employment.
- **Extra Service Voucher (AC-873) Classified Staff Only Need to Complete:** serves as a timesheet to report actual dates and times worked. The voucher must be completed and signed by the employee performing the service and submitted to the Payroll office for payment. Vouchers must be submitted timely to ensure payment or will be processed for payment in the payroll period in which it was received.

Once form is completed and authorized in full, the Extra Service Approval Form should be routed to the Office of Human Resources for processing.

Any questions or suggestions regarding these guidelines should be directed to:

Lucinda Dumaw, Human Resources, 395-5128

Appendix A ■ The COLLEGE AT BROCKPORT ■ MATRIX OF REQUIRED EXTRA SERVICE FORMS REQUIRED FOR PAYMENT

CURRENT EMPLOYMENT CLASSIFICATION AND PAYMENT TYPE	PT OR FT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT	FT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT ANOTHER SUNY CAMPUS OR OTHER STATE AGENCY	PT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT ANOTHER SUNY OR AT OTHER STATE AGENCY	PT SUNY OR OTHER STATE AGENCY EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT	FT OTHER STATE AGENCY EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT	FT OTHER SUNY EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT
UUP-NU 08 FEE ONLY	ES APPROVAL FORM	UP-8 REQUEST FORM Other campus/agency may require additional employment/tax forms	DUAL EMPLOYMENT FORM NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL AND NO. Other campus/agency may require additional employment/tax forms	APPOINTMENT FORM DUAL EMPLOYMENT FORM HIRE PACKAGE * NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL AND NO AC873 ES VOUCHER IS NEEDED.	ES APPROVAL FORM DUAL EMPLOYMENT FORM HIRE PACKAGE*	ES APPROVAL FORM UP-8 REQUEST FORM HIRE PACKAGE*
M/C – NU 13 FEE ONLY	ES APPROVAL FORM UP-6	UP-6 REQUEST FORM Other campus/agency may require additional employment/tax forms	UP-6 REQUEST FORM NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL. Other campus/agency may require additional employment/tax forms	APPOINTMENT FORM UP-6 REQUEST FORM HIRE PACKAGE* NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL.	NORMALLY - N/A CALL BECKY GAGNE AT 2283 IF YOU ENCOUNTER THIS EXTRA SERVICE SCENARIO	ES APPROVAL FORM UP-6 REQUEST FORM HIRE PACKAGE*
CLASSIFIED SERVICE NU 1 – 6, 61 FEE OR HOURLY	ES APPROVAL FORM AC 873 ES VOUCHER	DUAL EMPLOYMENT FORM AC 873 ES VOUCHER Other campus/agency may require additional employment/tax forms	DUAL EMPLOYMENT FORM NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL AND NO AC873 ES VOUCHER IS NEEDED. Other campus/agency may require additional employment/tax forms	APPOINTMENT FORM DUAL EMPLOYMENT FORM HIRE PACKAGE* NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL AND NO AC873 ES VOUCHER IS NEEDED.	ES APPROVAL FORM DUAL EMPLOYMENT FORM AC 873 ES VOUCHER HIRE PACKAGE*	ES APPROVAL FORM DUAL EMPLOYMENT FORM AC 873 ES VOUCHER HIRE PACKAGE*

REQUIRED SIGNATURE/APPROVALS

ES APPROVAL FORM ➤ EXTRA SERVICE HIRING DEPARTMENT
EMPLOYEE
EMPLOYEE'S PRIMARY SUPERVISOR (IF DIFFERENT THAN ES HIRING DEPT.)
DEAN/DIRECTOR
VICE PRESIDENT/PROVOST

UP-8 FORM ➤ EMPLOYEE
VICE PRESIDENT/PROVOST

UP-6 FORM ➤ EMPLOYEE
CHIEF ADMINISTRATIVE OFFICER

DUAL EMPLOYMENT FORM ➤ EMPLOYEE
VICE PRESIDENT/PROVOST

*HIRE PACKAGE: 1-9
EMPLOYEE'S WITHHOLDING EXEMPTION
CERTIFICATES:
FORM W-4 AND FORM IT-2109
RETIREMENT ELECTION FORM
HRMS INFORMATION FORM, IF APPLICABLE

NOTE: THIS MUST BE COMPLETED BY ALL FIRST-TIME EXTRA SERVICE OR DUAL EMPLOYMENT HIRES AT BROCKPORT. IF THERE IS A BREAK IN SERVICE GREATER THAN THREE YEARS, SUNY BROCKPORT RESERVES THE RIGHT TO REQUEST NEW EMPLOYMENT AND TAX FORMS.