

EXTRA SERVICE

■ THE COLLEGE AT BROCKPORT ■ MATRIX OF FORMS REQUIRED FOR EXTRA SERVICE PAYMENT

INSTRUCTIONS:

- Review the matrix below of required forms.
- If hiring an extra service employee that is new to Brockport:
 - A background check is required. To initiate the background check, please contact the Office of Human Resources at 585-395-2126.
 - Please notify the employee that all new hire forms must be completed and submitted to the Office of Human Resources. **Failure to complete new hire paperwork will delay extra service 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 SUNY EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT
PROFESSIONAL & FACULTY 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. Other campus/agency may require additional employment/tax forms	APPOINTMENT FORM DUAL EMPLOYMENT FORM NEW HIRE FORMS* NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL.	ES APPROVAL FORM DUAL EMPLOYMENT FORM NEW HIRE FORMS*	ES APPROVAL FORM UP-8 REQUEST FORM NEW HIRE FORMS*
MANAGEMENT CONFIDENTIAL 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 NEW HIRE FORMS* NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL.	NORMALLY - N/A CALL HUMAN RESOURCES AT 585-395-2126 IF YOU ENCOUNTER THIS EXTRA SERVICE SCENARIO	ES APPROVAL FORM UP-6 REQUEST FORM NEW HIRE FORMS*

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 President/Designee Chancellor
DUAL EMPLOYMENT FORM	Employee Vice President/Provost

*EXTRA SERVICE EMPLOYEE NEW HIRE FORMS:

<ul style="list-style-type: none"> ■ I-9 ■ EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATES: ■ FORM W-4 AND FORM IT-2104 ■ RETIREMENT ELECTION FORM ■ HRMS INFORMATION FORM, IF APPLICABLE <p>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.</p>
--