# 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.**

<table>
<thead>
<tr>
<th>CURRENT EMPLOYMENT CLASSIFICATION AND PAYMENT TYPE</th>
<th>PT OR FT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT</th>
<th>FT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT ANOTHER SUNY CAMPUS OR OTHER STATE AGENCY</th>
<th>PT BROCKPORT EMPLOYEE WORKING EXTRA SERVICE AT ANOTHER SUNY OR AT OTHER STATE AGENCY</th>
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<th>FT SUNY EMPLOYEE WORKING EXTRA SERVICE AT BROCKPORT</th>
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<tr>
<td>PROFESSIONAL &amp; FACULTY UUP-NV 08 FEE ONLY</td>
<td>ES APPROVAL FORM UP-8 REQUEST FORM</td>
<td>DUAL EMPLOYMENT FORM DUAL EMPLOYMENT FORM</td>
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<td>MANAGEMENT CONFIDENTIAL M/C – NU 13 FEE ONLY</td>
<td>ES APPROVAL FORM UP-6 REQUEST FORM</td>
<td>UP-6 REQUEST FORM NOTE: IF SERVICE TOTAL OF ALL CAMPUSES/AGENCIES IS LESS THAN 100%; CAN BE PAID ON REGULAR STATE PAYROLL.</td>
<td>APPOINTMENT FORM UP-6 REQUEST FORM NEW HIRE FORMS* NEW HIRE FORMS* NEW HIRE FORMS*</td>
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**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:**

- I-9
- EMPLOYEE’S WITHHOLDING EXEMPTION CERTIFICATES:
  - FORM W-4 AND FORM IT-2104
- 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.