

Morrisville State College
 Human Resources Office
 PO Box 901
 Morrisville, NY 13408

UP-6 Request for Approval of Extra Service for M/C Employee

C2063-187

INSTRUCTIONS: Part I of this form is to be completed by the employee in an original plus three copies and submitted to the campus's Chief Administrative Officer for approval prior to commencing extra service. Two copies are then forwarded to the Director, University-Wide Human Resources in System Administration. The campus will retain one copy for its records. After approval is obtained from System Administration, a copy of the UP-6 will be sent directly to the Office of the State Comptroller with a copy back to the campus. The campus processing the approved appointment may then effect payment in accordance with the rules for extra service (upon receipt of vouchers) or concurrent appointment.

I. To Be Completed by Employee	
Name _____	Campus /Agency _____
Address _____	Title _____
	Current Salary _____
I request approval to render extra service on a ___part-time ___ full-time basis to:	
At: (location of employment) _____	Agency: _____
	For the period from: _____ Through: _____
Describe purpose of work: _____	
Total compensation for this additional work will not exceed:	
This extra service will not interfere with my normal obligations to the University.	
_____ (date)	_____ Signature of Requesting Employee

II. Action by Chief Administrative Officer	
Approved	Disapproved
Approved with the following limitations:	

_____ (date)	_____ Signature Chief Administrative Officer/Designee

III. Action by System Administration	
Approved	Disapproved
Approved with the following limitations:	

Office of the Chancellor	
_____	by _____
(date)	Signature Director, University-Wide Human Resources/Designee

Distribution
 Chief Administrative Officer Employee Copy System Administration (2 copies)