

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

FORM UP-8  
(5/2003)

## Request for Approval of Extra Service

**INSTRUCTIONS:** Parts 1 and 2 of this form are to be completed by the employee and submitted to the Department Head for forwarding through administrative channels to the President of the campus for approval **PRIOR** to commencing extra service.

<b>1. Employee Information</b>			
Employee's Name (First Name, M.I., Last Name)		Social Security Number	Current Title
Department		Campus Address	Campus Phone Number Current Salary
<b>2. Extra Service Information</b>			
Department/Agency		Campus Address (or complete mailing address if other State Agency)	
Beginning Date	Ending Date	Days of the week the work will be performed: <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/> Sun.	
Daily Starting Time	Daily Ending Time	Check the appropriate box regarding the use of time: <input type="checkbox"/> <i>Will charge time to accruals</i> <input type="checkbox"/> <i>Leave without pay</i> <input type="checkbox"/> <i>No charge required (after work hours)</i>	
Brief Description of Work:			
Total Compensation for this additional work will not exceed \$ _____			
This extra service will not interfere with my normal obligations to the University.			
Signature of Employee _____			Date _____
<b>3. Supervisory Approvals</b>			
Department Chair _____		Date _____	
Dean / Unit Head _____		Date _____	
Vice President _____		Date _____	
<b>4. Action by Chief Administrative Officer</b>			
<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
<input type="checkbox"/> Approved with the following limitations: _____			
President _____			Date _____

Distribution:

- Office of Human Resources Management, University at Albany, SUNY
- Payroll Audit Unit, Office of the State Comptroller
- Agency where Extra Service is Performed
- Employee Copy