

State University of New York
University-Wide Human Resources
Albany, New York 12246

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 _____ Last 4 digits of SSN: _____ Campus/Agency _____

Address _____ Title _____

Email Address _____ Current Salary _____

I request approval to render extra service on a part-time full-time basis to: _____ Agency: _____

At: (location of employment) _____ 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

(date) by _____
Signature Director, University-Wide Human Resources/Designee

Distribution

Chief Administrative Officer Employee Copy System Administration (2 copies)