

Extra Service Checklist

On-campus “Extra Service” is for Professional, Faculty, Management Confidential and GA/TA Employees Only. As with all offers of employment, all extra service requires prior approval (both budgetary and appropriateness of work) before a formal offer is made and prior to the commencement of any work.

1. ***Prior*** to commencement of the extra service assignment, the **employee** must secure written approval from their supervisor. Extra Service is only for Professional, Faculty, Management Confidential and GA/TA Employees Only.

(OR) If the extra service will be performed by:
 - A Binghamton University UUP faculty member **at another SUNY campus**, they must complete a “UP-8 Request for Approval of Extra Service for UUP Employees” form.
 - A Binghamton University M/C employee **at another SUNY campus**, they must complete a “UP-6 Request for Approval of Extra Service for M/C Employees” forms.
 - A Binghamton University employee at a **non-SUNY state agency**, such as DOT, DOL, etc., they must complete an “AC-1588 Dual Employment/Extra Service Approval” form.
2. Prior to commencement of the extra service assignment, the department **HR Master or Coordinator** must complete a “Pay Extra Service” HR Form, selecting “Extra Service” for the Transaction. The form is automatically routed in most cases, in the following order, for approvals: HR Master or Coordinator, Provost (if necessary), Budget and finally, the Office of Human Resources.
3. The department **HR Master or Coordinator** must also forward a completed copy of the written Extra Service Request Form to Human Resources, Room AD-242.
4. Once both forms are received in Human Resources, the **Director of Human Resources** will review and approve or disapprove the extra service. If the request is approved, the **Office of Human Resources** HR will also enter approved data into SUNY HR to process payment.
5. The **employee** will receive an email outlining payment dates and amounts prior to payments commencing. Extra service payments will be reflected as a separate entry in the employee’s regular paycheck.

If you have any questions please contact one of the following HR staff:

Jonathan Roma	777-3321
Laura Murphy	777-4185