

## 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 reason. The form is automatically routed, in the following order, for approvals: HR Master, Provost, Budget and finally the Human Resources office.
3. The department **HR Mater or Coordinator** (OR) **employee** must forward a copy of the written Extra Service Request Form to Human Resources, Room AD-242.
4. The **Associate Vice President for Human Resources** will approve (or disapprove) the extra service. If the request is approved, the **Office of Human Resources** will send the payroll voucher(s) directly to the employee, with instructions for completion (only for dual employment extra service requests). 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:**

<b>Jessica Larson</b>	<b>777-3624</b>
<b>Meaghan Bensley</b>	<b>777-6288</b>