

State University of New York
Office of Resource Planning
Albany, New York 12246

UP-8 - Request for Approval of Extra Service for SUNY Professional Services Unit Employees (NU08)

INSTRUCTIONS:

Part I of this form is to be completed by the employee in an original plus two copies, and submitted to the Chief Administrative Officer at the employee's campus for approval prior to commencing extra service. One copy should be forwarded to OSC to implement payment with all records of the transaction being kept at the campus.

I. To be completed by the employee.

Name		College	
Address		Title	
		Salary	

I request approval to render extra service on a full-time or part-time basis to the (campus/agency)

at (location) for the period through
for the purpose of:

Total compensation for this additional work will not exceed:

This extra service will not interfere with my normal obligations to the University.

August 10, 2005
(date)

(employee's name & signature)

II. Action by Chief Administrative Office

- Approved Disapproved
- Approved with the following limitations:

August 10, 2005
(date)

(CEO's name & signature)

Distribution:

- Payroll Audit Unit, Office of the State Comptroller (OSC)
- Chief Administrative Officer
- Employee Copy (for agency where extra service will be performed)