

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

Distribution
 Chief Administrative Officer Employee Copy System Administration (2 copies)