



**STONY BROOK UNIVERSITY  
EXTRA SERVICE POLICY AND PROCEDURES**

For RF - Only full-time professional (exempt) employees are eligible for Extra Service

A. General Policies:

1. Approval for Extra Service must be obtained **prior** to the commencement of the service.
2. Compensation for Extra Service may not exceed an amount equal to 20% of base annual salary in an RF fiscal year (July – June).
3. Extra Service cannot be paid from the grant (Project, Task, Award) that the annual salary is paid from.
4. Extra Service work must be performed in a different department or a different unit within the primary employing department and must be different and in addition to the employee's professional obligation.

B. Definition:

- Extra Service – is additional service performed that exceeds full time (100%) employment. The additional service performed must clearly be different than and not interfere with the employee's regular obligation..

C. General Procedures:

1. Request for Approval of Extra Service

- The Research Foundation "Request for Approval of Extra Service" form must be completed by the RF employee performing the service and submitted to Human Resource Services with the appropriate authorized signatures of both the Primary and Extra Service departments,
- Attach a current Position Description (PD) or Performance Program (PP) that describes the employee's normal obligation to the Request form.
- The Extra Service department and employee will be notified of approval by HRS via e-mail.

2. Extra Service Payroll Voucher – Required for payments to be made:

- The Extra Service Payroll Voucher serves as a time sheet to report actual dates and times worked.
- The voucher must be completed and signed by the employee performing the service, signed by the Extra Service department, and submitted to Research Payroll for payment. The voucher may be submitted biweekly.

**TO ENSURE USE OF CURRENT FORMS, ACCESS FROM THE HRS WEB PAGE**

**[www.stonybrook.edu/hr](http://www.stonybrook.edu/hr)**